



# MODULE:

# 1

## FUNDAMENTALS

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## EXERCISE 1 : GETTING STARTED

In this exercise you will learn how to turn the computer on and shut down the computer. You will learn how to use the mouse to start and run Windows programs.

### The Keyboard

Locate the following keys: **1. Esc** **2. Alt** **3. Backspace** **4. Enter** **5. Ctrl** **6. Tab.**  
You will need these keys to do the exercises in this section.



**1**

**Esc**



**2**

**Alt**



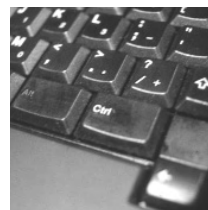
**3**

**Backspace**



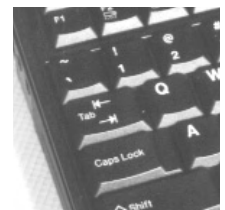
**4**

**Enter**



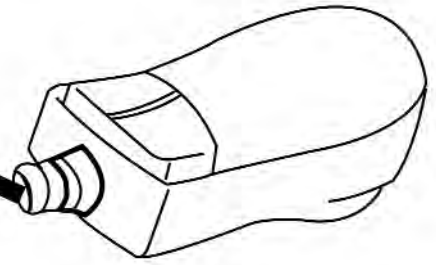
**5**

**Ctrl**

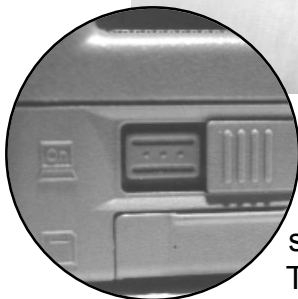


**6**

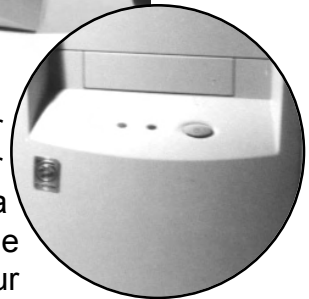
**TAB**



## Turning on the Laptop and Desktop Computer



On the lower left corner of your laptop you will see a button similar to the following. This is your **power button**.



On the front of your desktop computer tower you will see a button similar to the following. This is your **power button**.



### Useful Hints

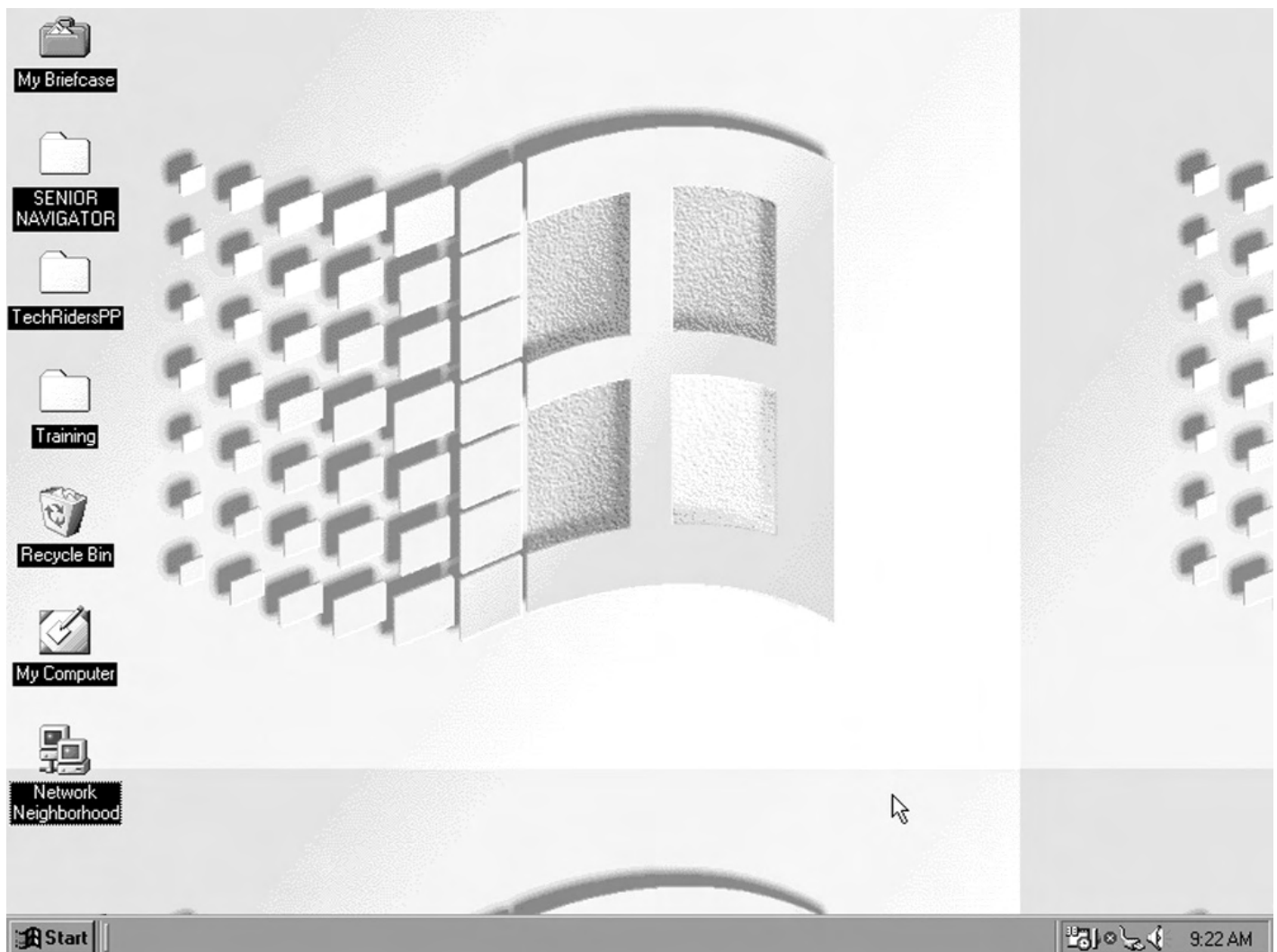
For a desktop computer you have a separate monitor. The monitor's power button is very similar to the power button on your computer tower. It will have a logo on or under it that will look similar to this:

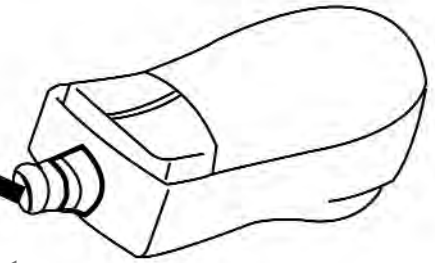





## The Windows Desktop

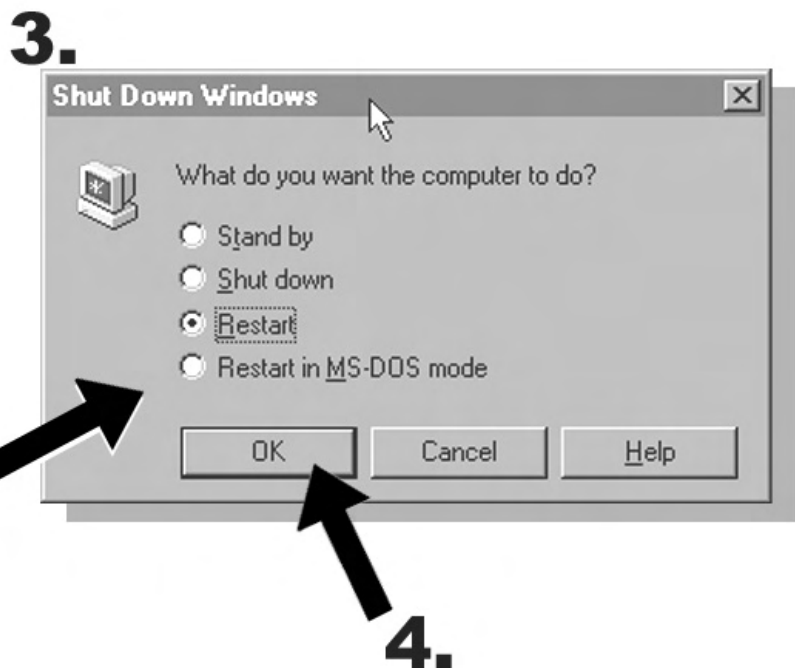
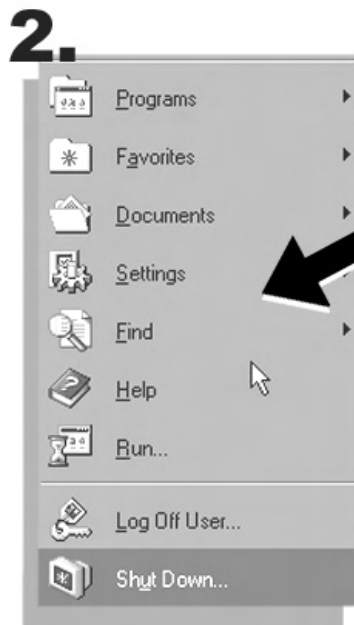
You will see the opening screen of the Microsoft Windows operating system. Your actual desktop may look a little bit different but it will have all of the same elements; a start button on the task bar, a clock and several small icons in the system tray, several larger icons on the desktop itself, and a picture in the background that can be customized.





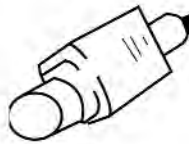
## Shutting Down and Restarting the Computer

1. Click on the **Start** button. 
2. Click on **Shut Down** (you will see the dialog box below.)
3. Click on **Restart**
4. Click on **OK**



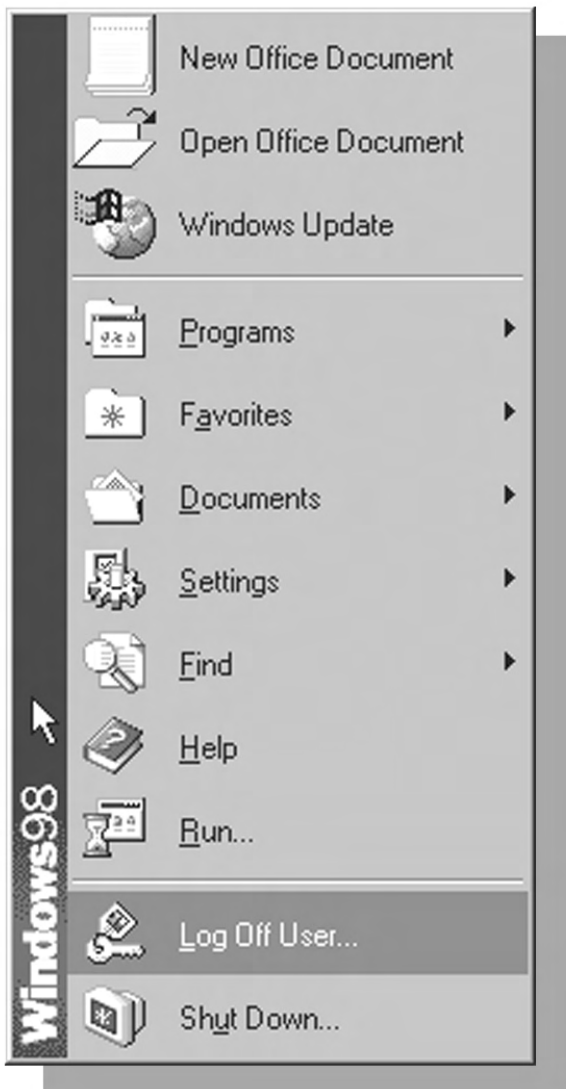
### Useful Hints

When you are in the Shut Down dialog box you will also notice that there is a **Stand by** option. If there is a situation where you do not want to shut off your computer and you do not want your computer at full power, you can select the **Stand by** option and it will put your computer into sleep mode.



## The Start Menu

1. Click on the **Start** button, you will see a list of options that has everything you need to begin using Windows. This list is called the Start menu.

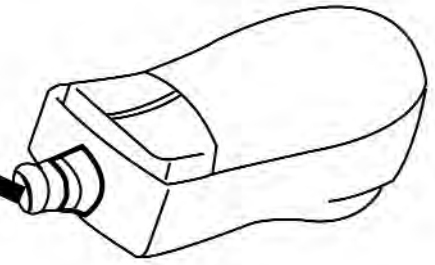


## Useful Hints

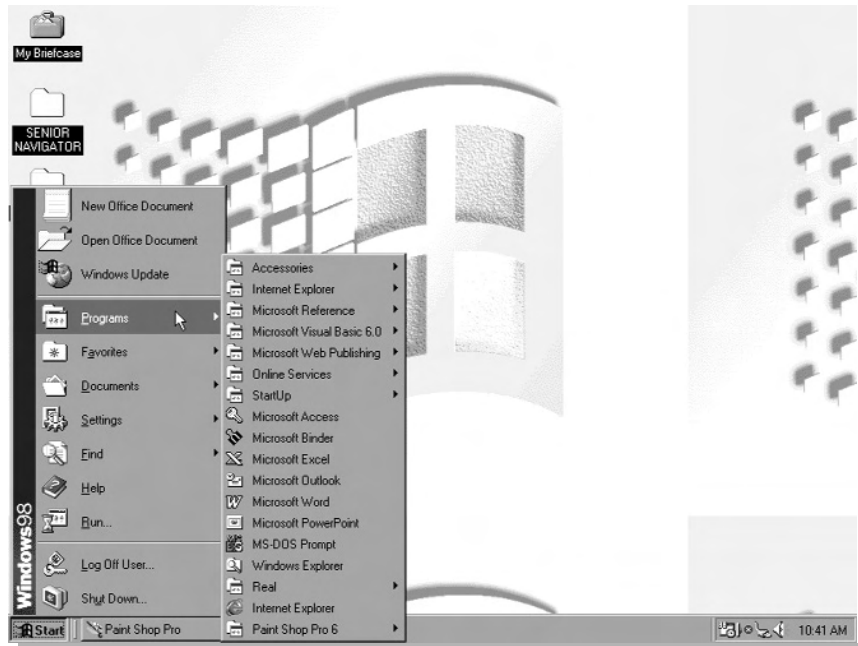
There are arrows across from some of the words. The words with arrows (when highlighted) will direct you to another menu.

When you move the mouse pointer to a word, that word will be highlighted.

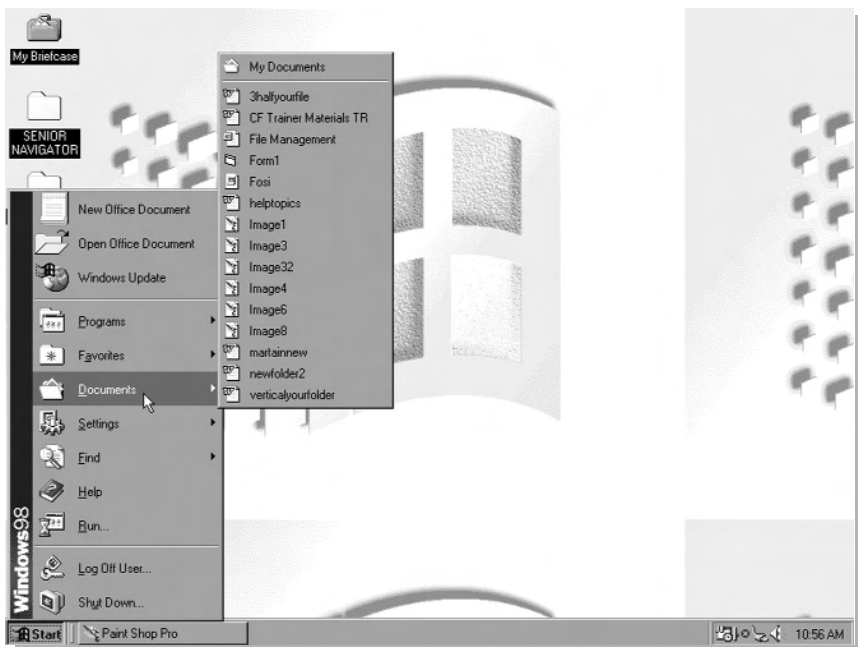
## Module : 1 Fundamentals



2. Move the pointer to **Programs**. A list of programs will appear.



3. Move the pointer to **Documents**. A list of documents will appear.




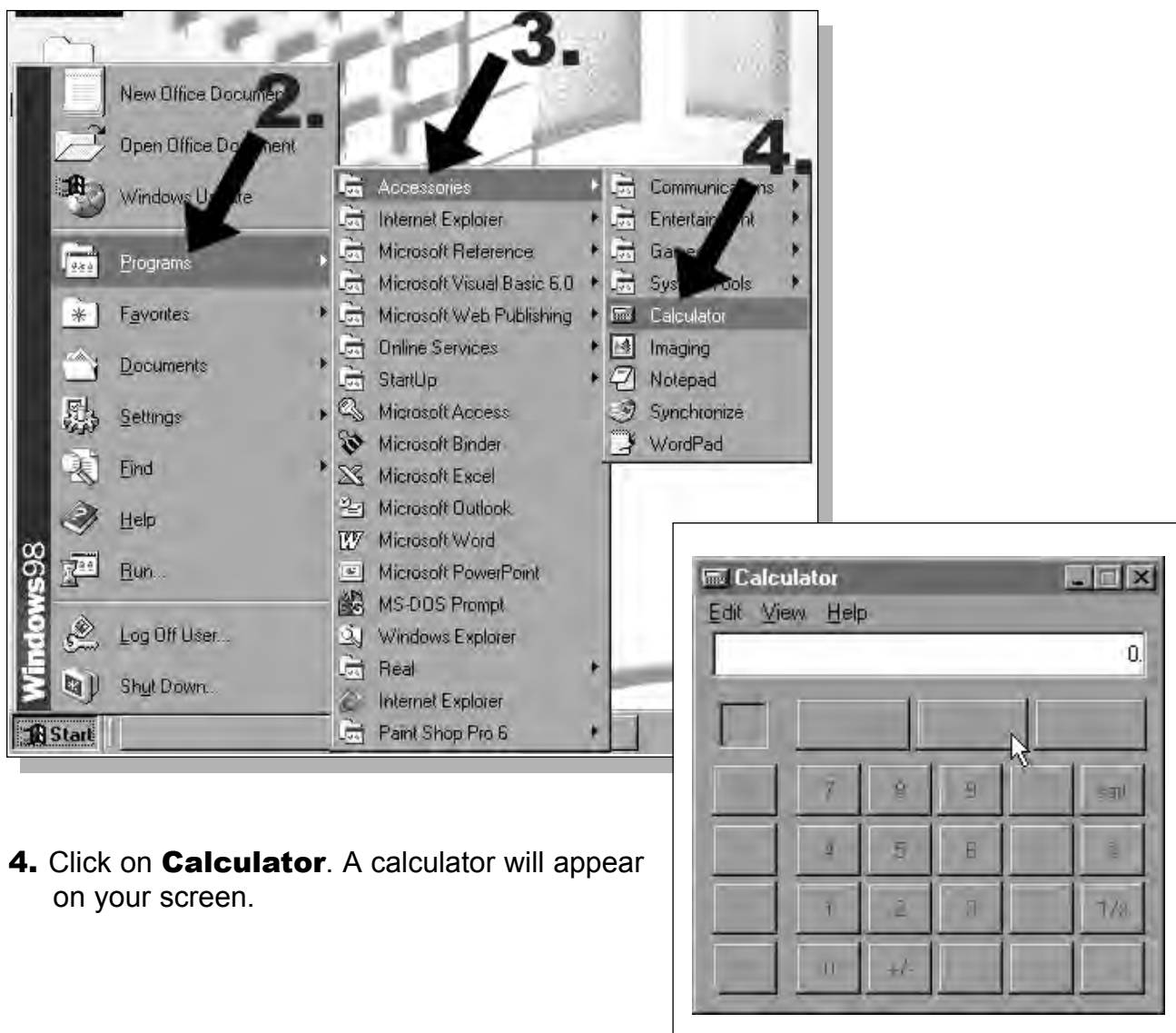
5. Press the **Esc** key twice or click on an open area on the desktop to close the Start menu.



## Opening a Program

You will use the **Start** menu to open the calculator program.

1. Click on the **Start** button. 
2. Move the pointer to **Programs**. A menu of programs will appear.
3. Move the pointer to **Accessories**. Another menu will appear.

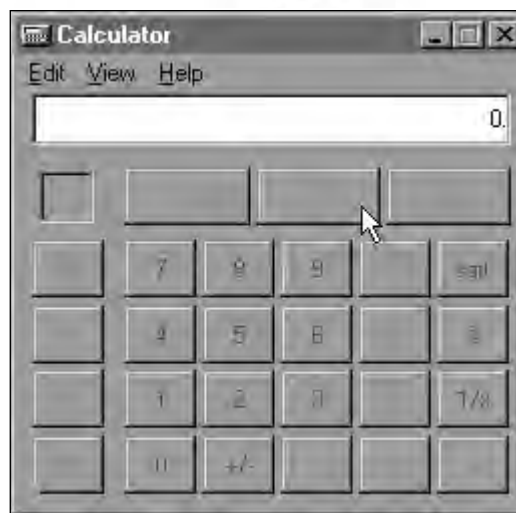


4. Click on **Calculator**. A calculator will appear on your screen.

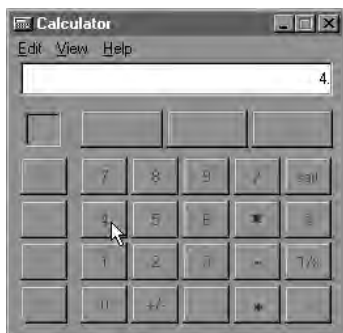


## Using the Calculator

Use the calculator buttons to do the following arithmetic:



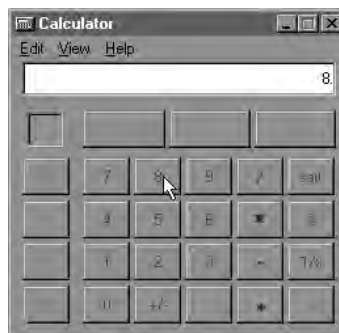
1. Click on the Calculator buttons to enter numbers.
2. Click on the following buttons to do arithmetic. "4X8=", "16-4="



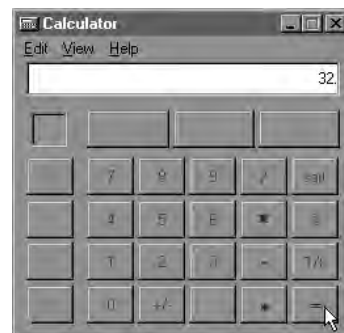
**4**



**X**

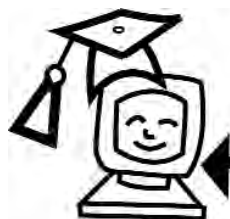


**8**



**=**

When you have finished using the Calculator, you should close the window. To close the Calculator, click on the close button in the title bar of the Calculator window.



## Congratulations

Now you know how to:

1. Turn on the computer
2. Shutdown and restart the computer
3. Use the Start menu
4. Open a program
5. Use the Calculator




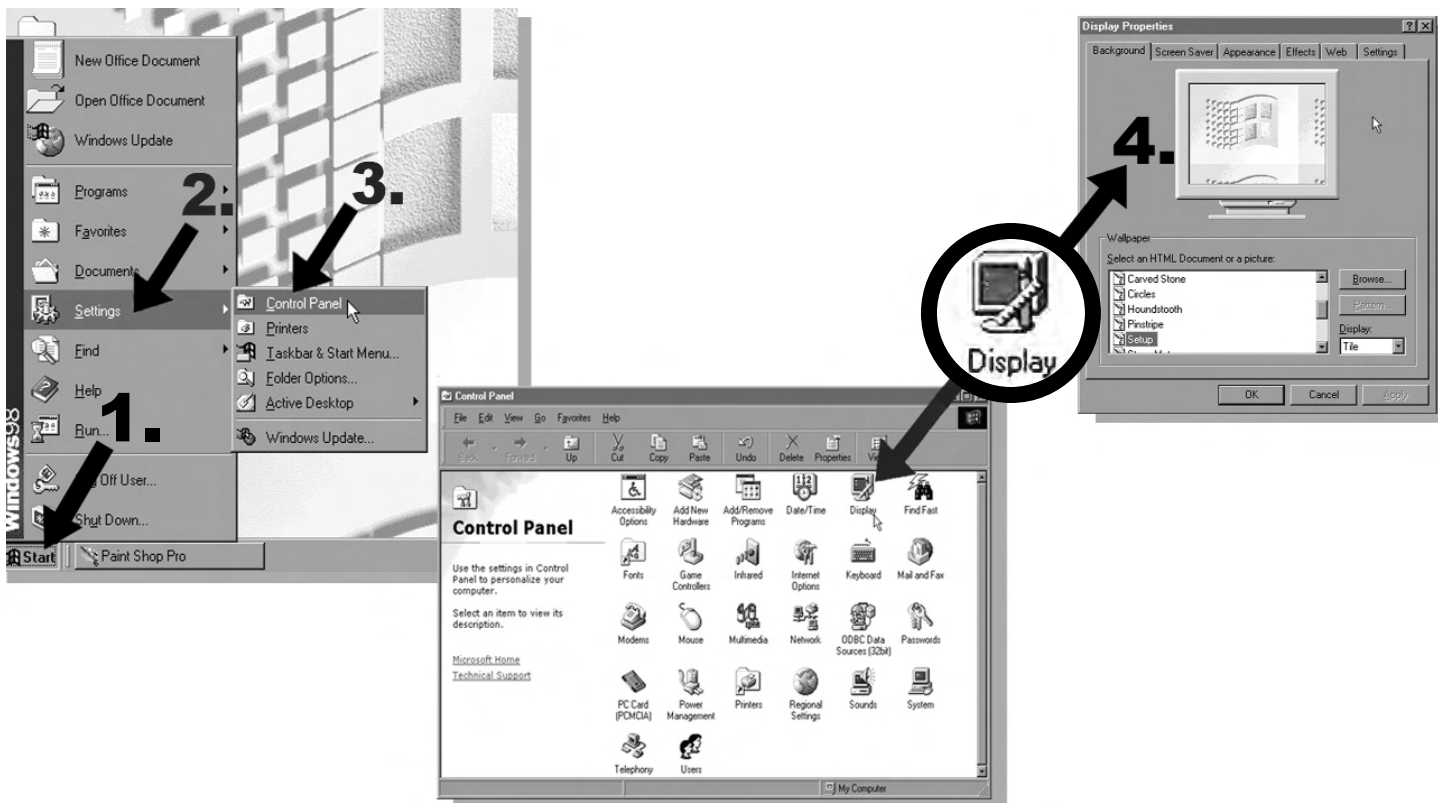
## EXERCISE 2: USING THE MOUSE

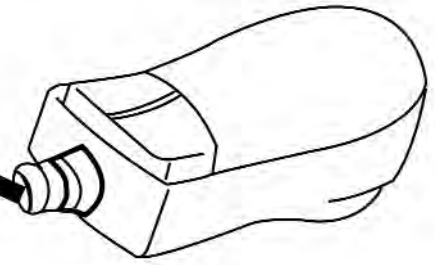
In this exercise you will practice operating various Windows controls using the mouse.

### The Display Properties

You can alter the way your display looks. You will find all the things you can change in the Display Properties dialog box.

1. Click on the **Start** button in the taskbar. 
2. Move the pointer to **Settings** and another menu will appear.
3. Move the pointer to **Control Panel** and click on it. The Control Panel will appear.
4. Double-click on the **Display** icon. You will see a dialog box similar to the following.



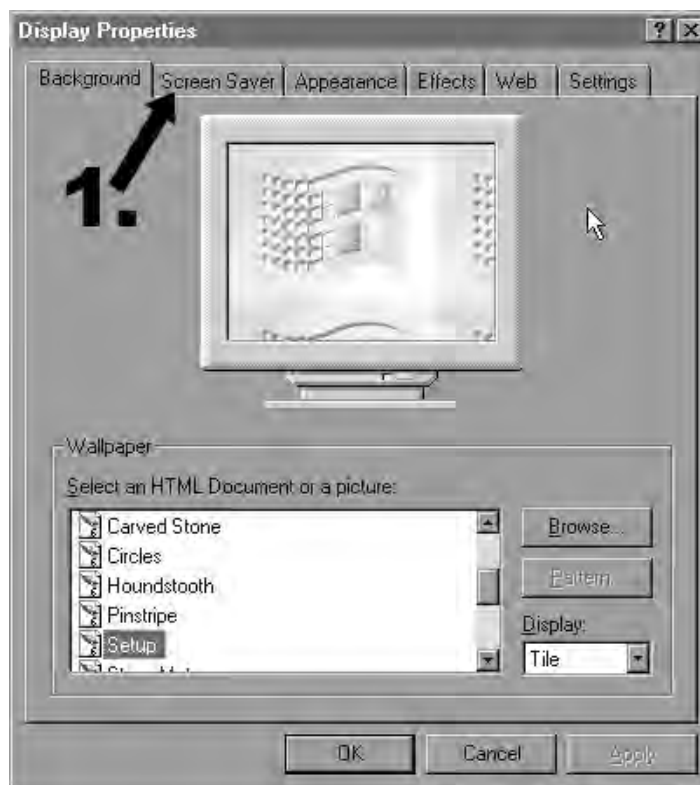


## The Screen Saver

Screen savers can be changed as often as you like.

### To view the screen saver options:

1. Click on the Screen Saver tab under the **Display Properties** title bar.



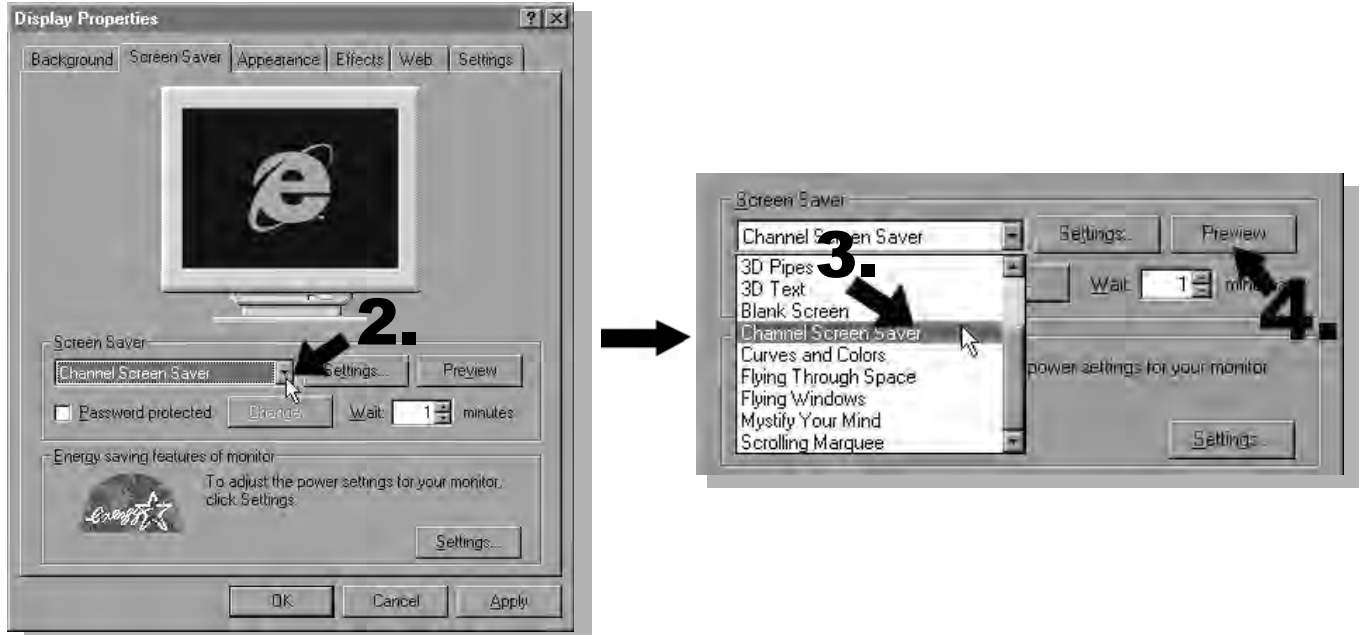
### *Def-i-ni-tion*



**Screen Saver:** A program that automatically displays a moving picture or pattern on the computer screen after the computer has been idle for a certain period of time. If the keyboard or mouse is touched, the desktop returns.



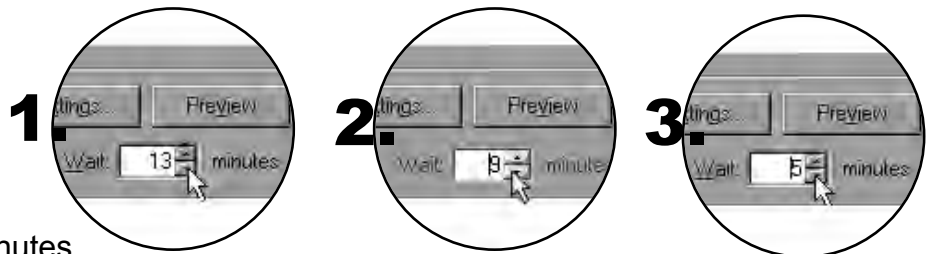
2. Place your mouse pointer on the down arrow and click to view the choices.

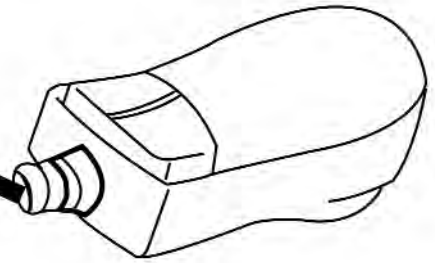


3. Click on the different options to display your view of choice.
4. Click on the preview button to see how the option appears on the screen.

## Changing the Screen Saver settings

1. Click on the **Wait** box.
2. Click on the down arrow.  
Notice that the minutes keep decreasing.
3. Set the screen saver for five minutes.





## Using the Scroll Bar to View Screen Savers

Notice the scroll bar on the right of the list. There are too many Screen Savers to show at once. You use the scroll bar to see the other screen savers.

### To move up or down one line at a time

Click on the single arrow button at either end of the scroll bar.

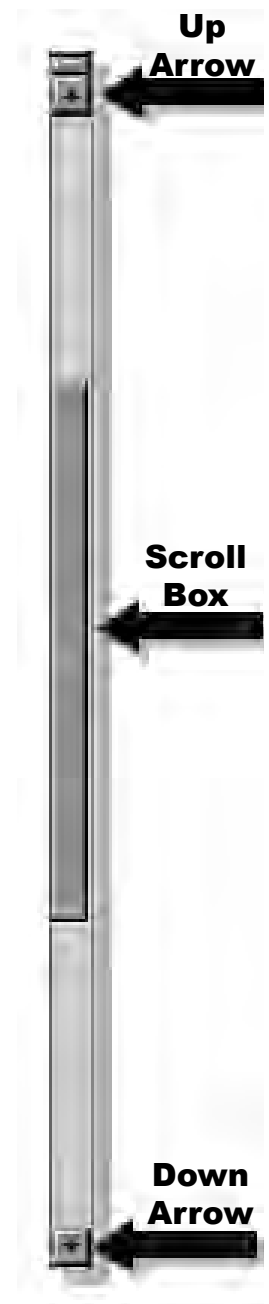
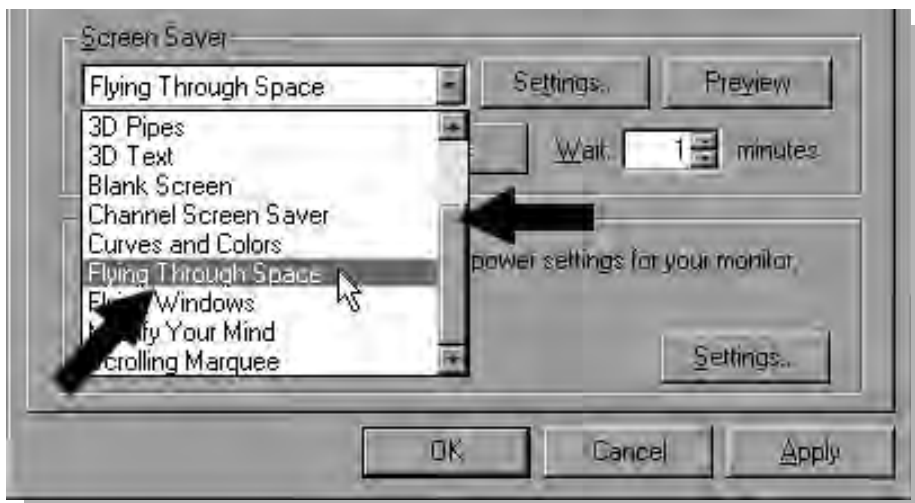
### To move up or down one group at a time

Click in the scroll bar above or below the scroll box. The scroll box shows the relative position of the text that you see.

### To move up or down continuously

1. Hold the mouse button down on the arrow button at either end of the scroll bar.
2. Release the button when you are where you want to be. As you move through the list, the scroll box moves also.

Select the screen saver of your choice.



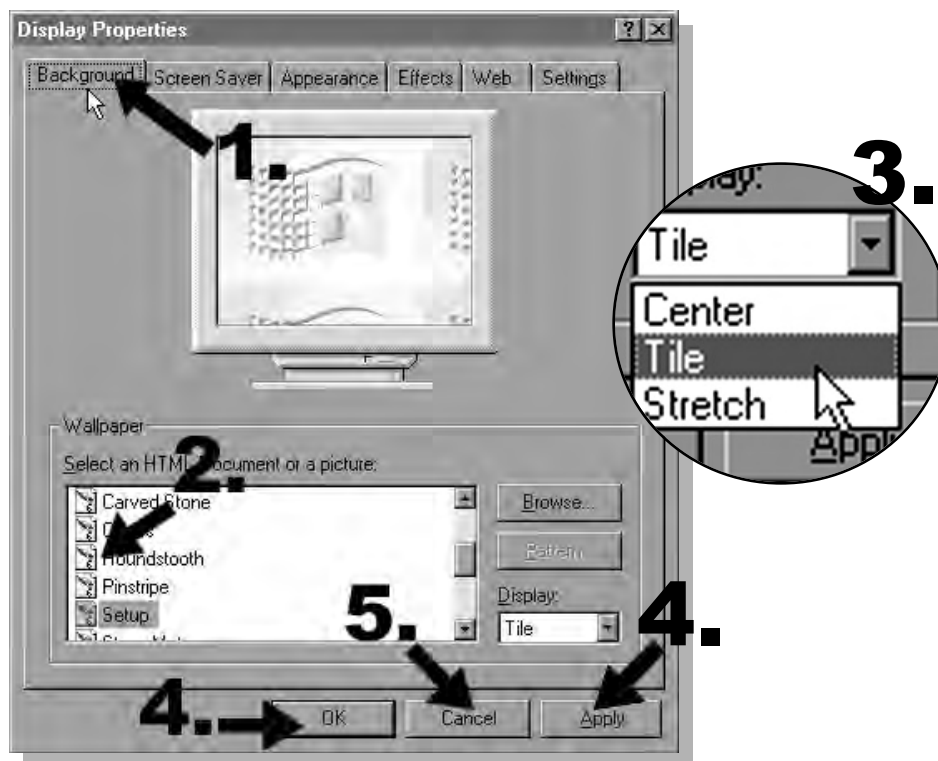


## Changing the Background

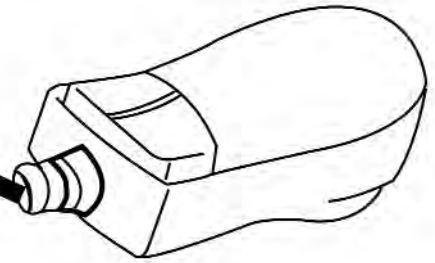
The desktop wallpaper and background that is under the Wallpaper can be changed as often as you like.

### To change the display background:

1. Click on the **Background** tab. (You will see a dialog box similar to the one below).  
The **Dialog box** displays your selection of Wallpaper.



2. Click on one of the Wallpaper designs.
3. Click on the following words under Display **Tile, Center, or Stretch**.
4. To save your choice click on **Apply**, then **OK**.
5. If you do not want to save your changes click on **Cancel**.



## Help While You Work

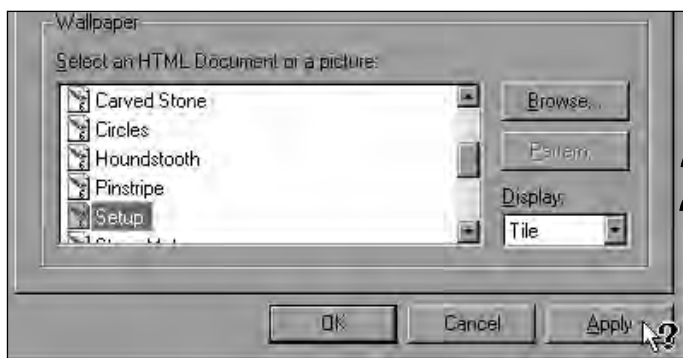
Most dialog boxes have a question mark in the title bar, clicking on this question mark will allow you to receive help.


1. Click the question mark in the Display Properties title bar. The mouse pointer will change to the following:

### Help button before Click



### Help button after Click



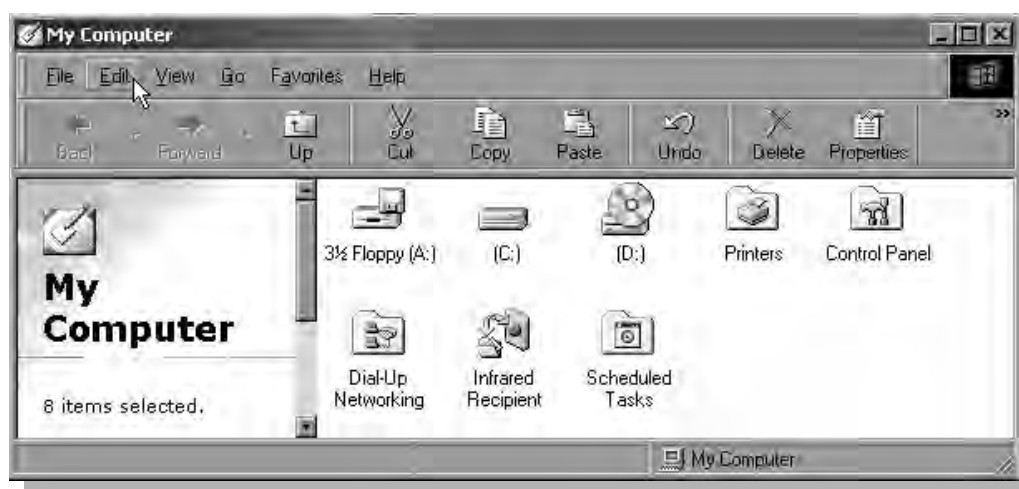
2. Click on the word **Apply**. (You will see a pop-up window with help information.)
3. Click on the **Close** button  in the the title bar of the **Display Properties** box.




## Maximizing, Minimizing, and Sizing Windows

You can **Maximize**, **Minimize**, and **Size** a window on the screen. You will use the **My Computer** window to do this:

1. Double-click on the **My Computer** icon. (You will see the following window.)

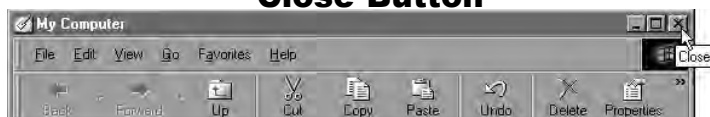


Notice the **Maximize**, **Minimize**, and **Close** buttons in the right corner of the title bar of the **My Computer** window. (As seen in the picture above.)

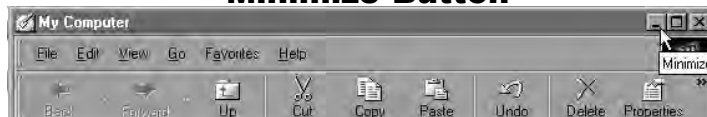
Click on the **Maximize** button: The window is now using the full screen. Notice that the Maximize button has changed to a **Restore** button .

Click on the **Restore** button : The window now returns to original size.

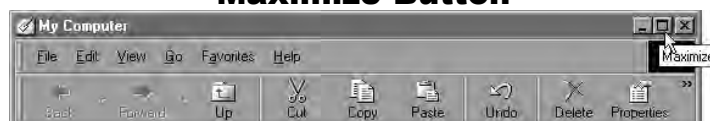
**Close Button**



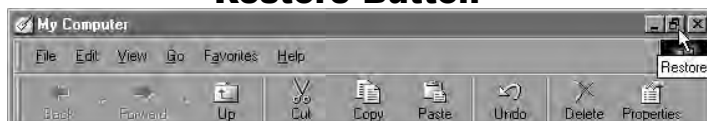
**Minimize Button**



**Maximize Button**



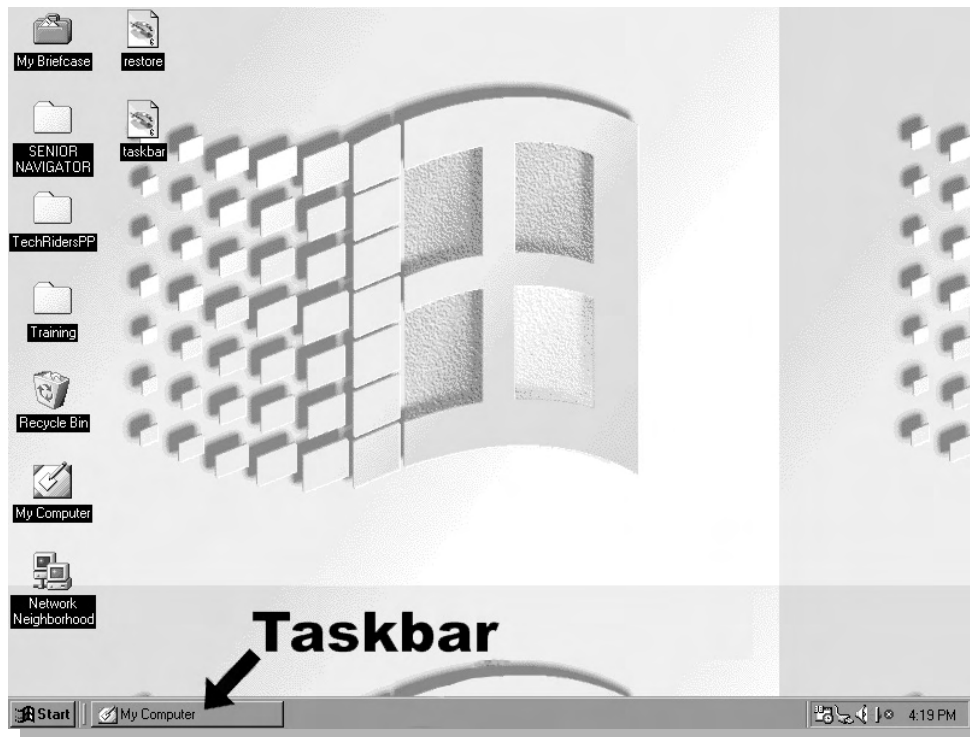
**Restore Button**





## Module : 1 Fundamentals

Click on the **Minimize** button: The window disappears from the desktop and is only visible in the **Taskbar**.



**Taskbar**



Click on the My Computer tab in the taskbar, you will see the **My Computer** window again.



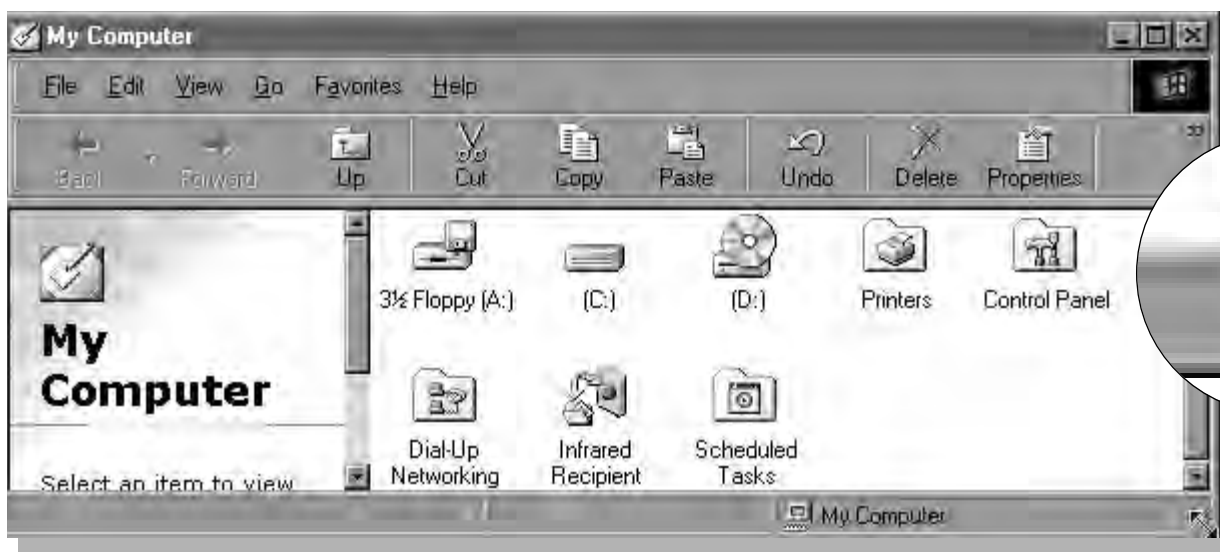
### *Def-i-ni-tion*

**Taskbar:** A bar that contains the Start button and a button for each program that is currently running. When you open a program, document, or window, a button appears on the taskbar for each item. The buttons are used to quickly switch from one open window to another.

## Sizing Windows

### To change the width of the My Computer window:

1. Move the pointer over the edges slowly to one of the side borders of the window. The pointer becomes a double-headed arrow.

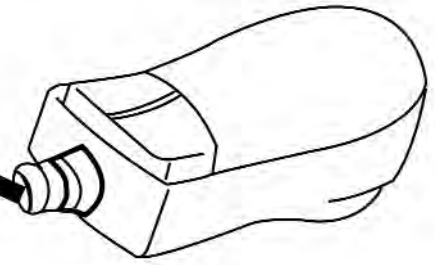


2. Press down and hold the left mouse button.
3. Move the mouse and you will see a shaded line showing you the new border.
4. When the window is the width you want release the mouse button.



### Useful Hints

If a window is Maximized or displayed in a full screen, you will not be given the option to use your arrows to resize the window manually.



## Mouse Settings

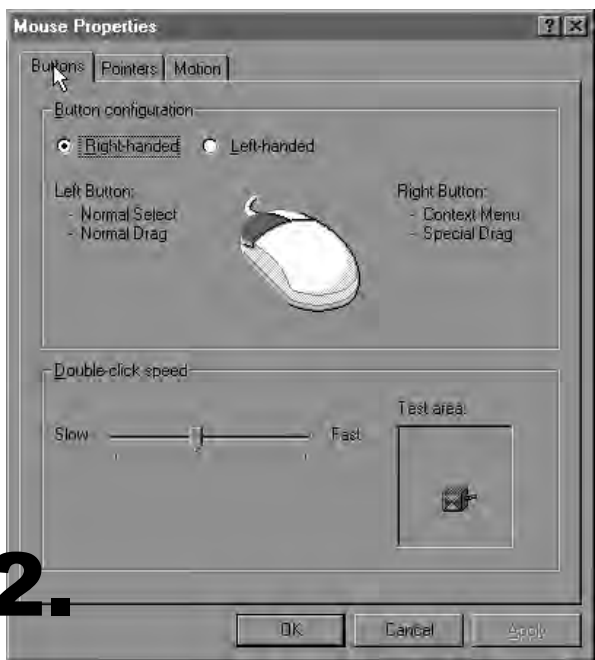
Mouse settings can be altered to fit your own personal needs.

**To open the Mouse Properties dialog box:**

**1.** In the **My Computer** window double click on **Control Panel**.



**2.** Double click on the **Mouse** icon (The following window will appear.)



### Def-i-ni-tion

**Mouse:** A pointing device that is used to move a pointer on the computer screen and to enter commands using buttons. The left button is the primary button and the right button is used for special functions.

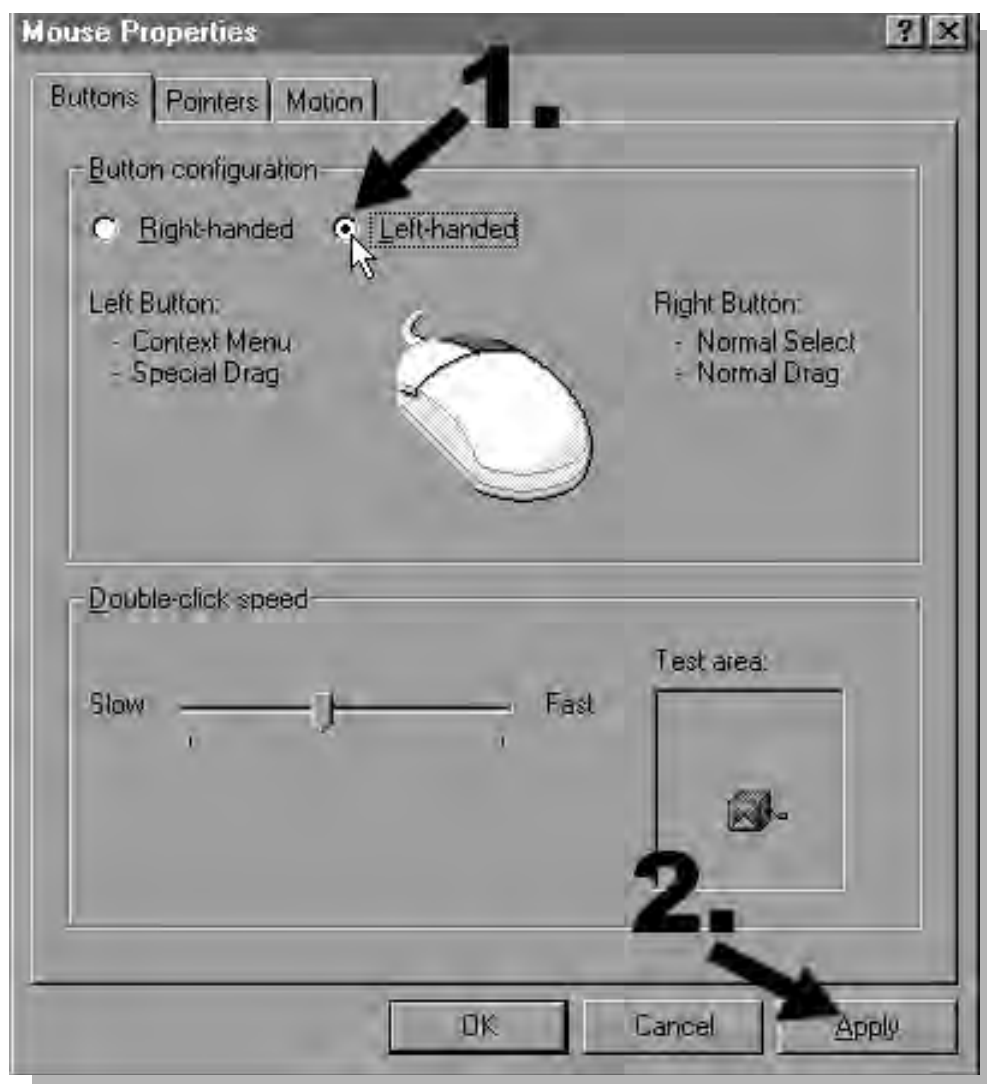
**2.**

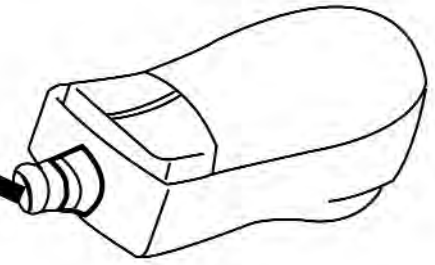


## Changing the Mouse Settings

The primary mouse button can be changed from the left button to the right button.

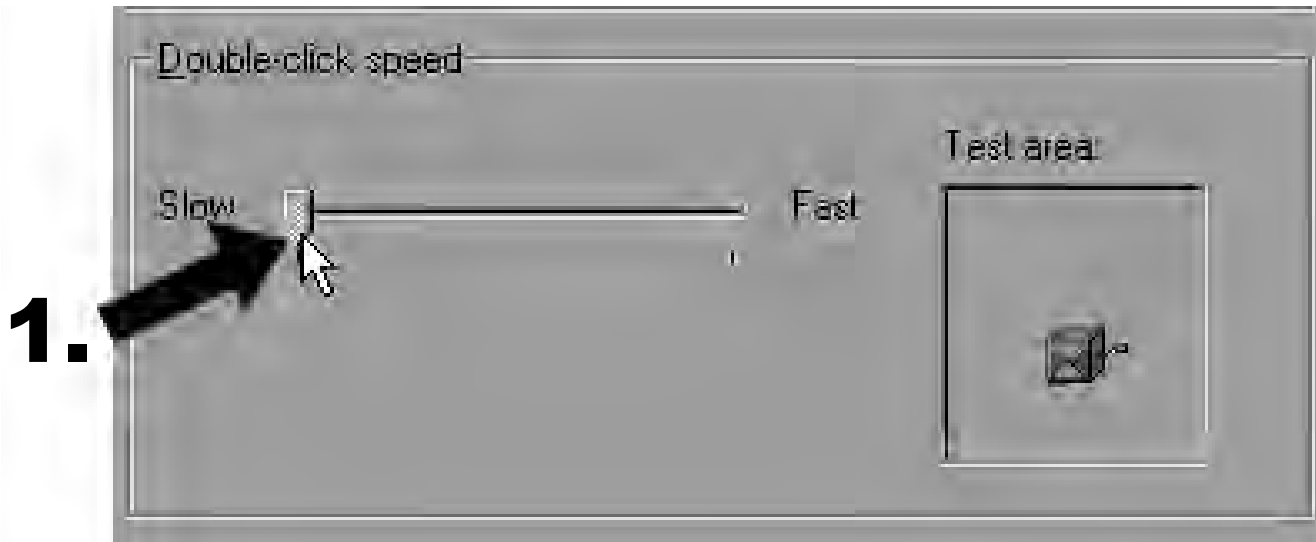
1. If you wish to change the primary button from left to right, click on the **Left-handed** circle in the button configuration box.
2. Click on **Apply**, then **OK**.





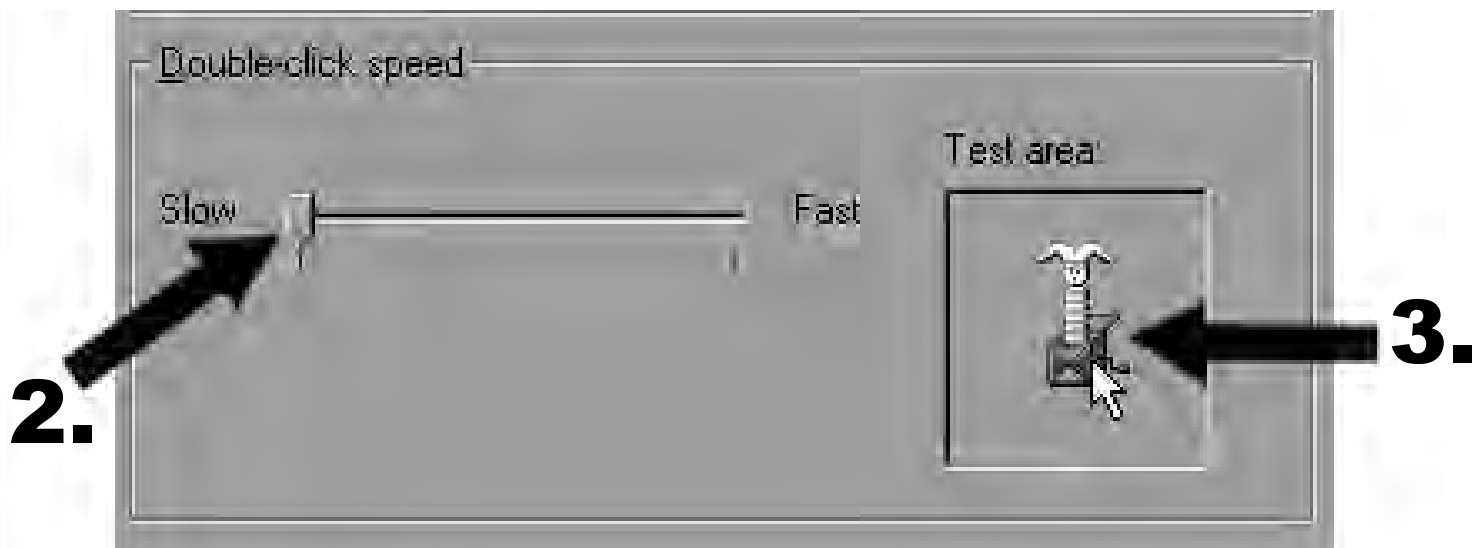
## Changing the Time Between Clicks

1. Move the pointer to the slider in the **Double-click** speed box.



2. Drag the slider to the left toward the word **Slow**.

3. Double-click on the box in the **Test area**. (If your test area performs an animation the double-click worked.)




4. Close all windows.

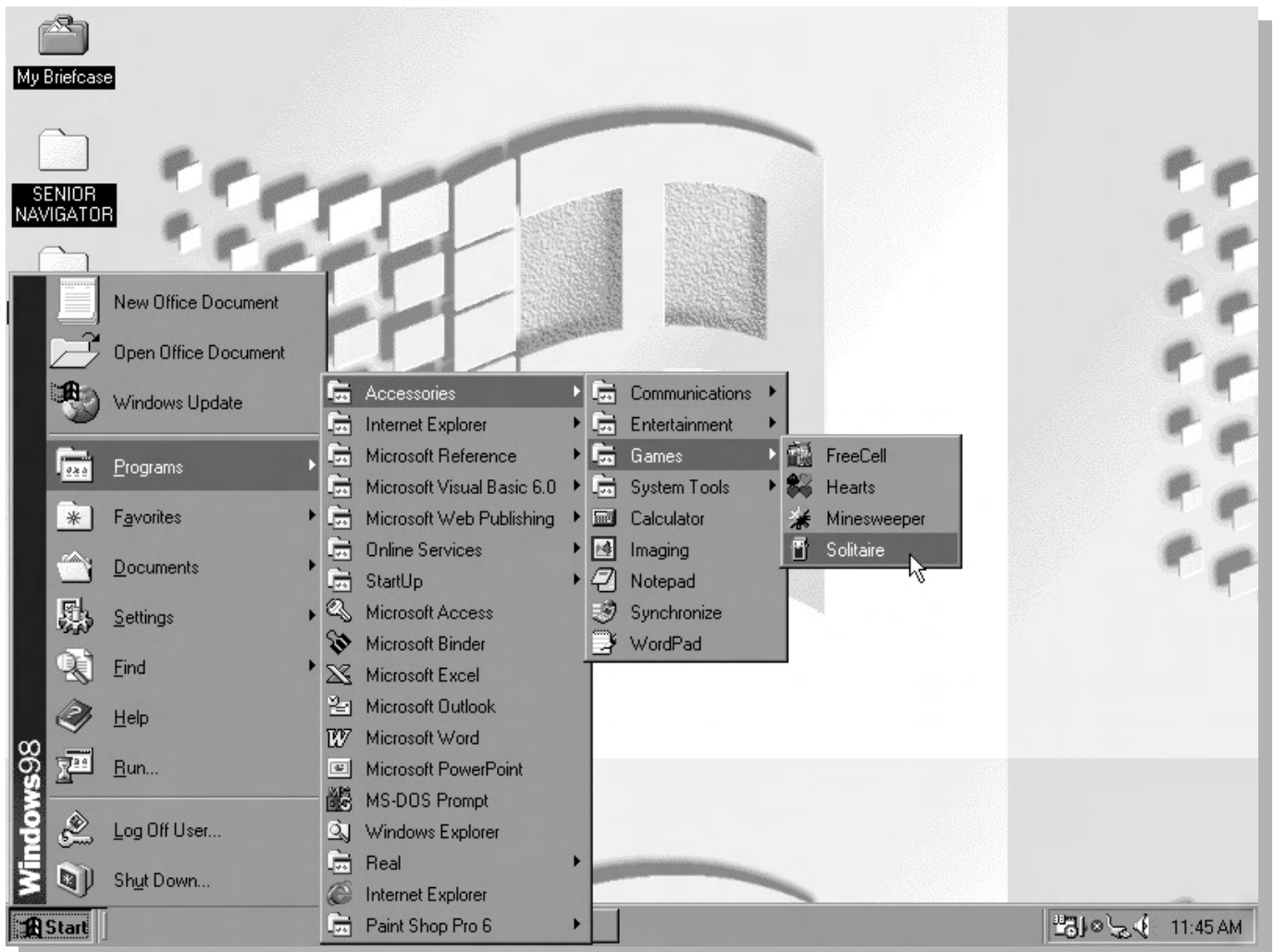


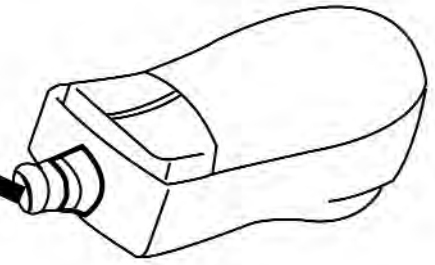
## Playing Solitaire

Playing solitaire is a good way to practice your mouse skills.

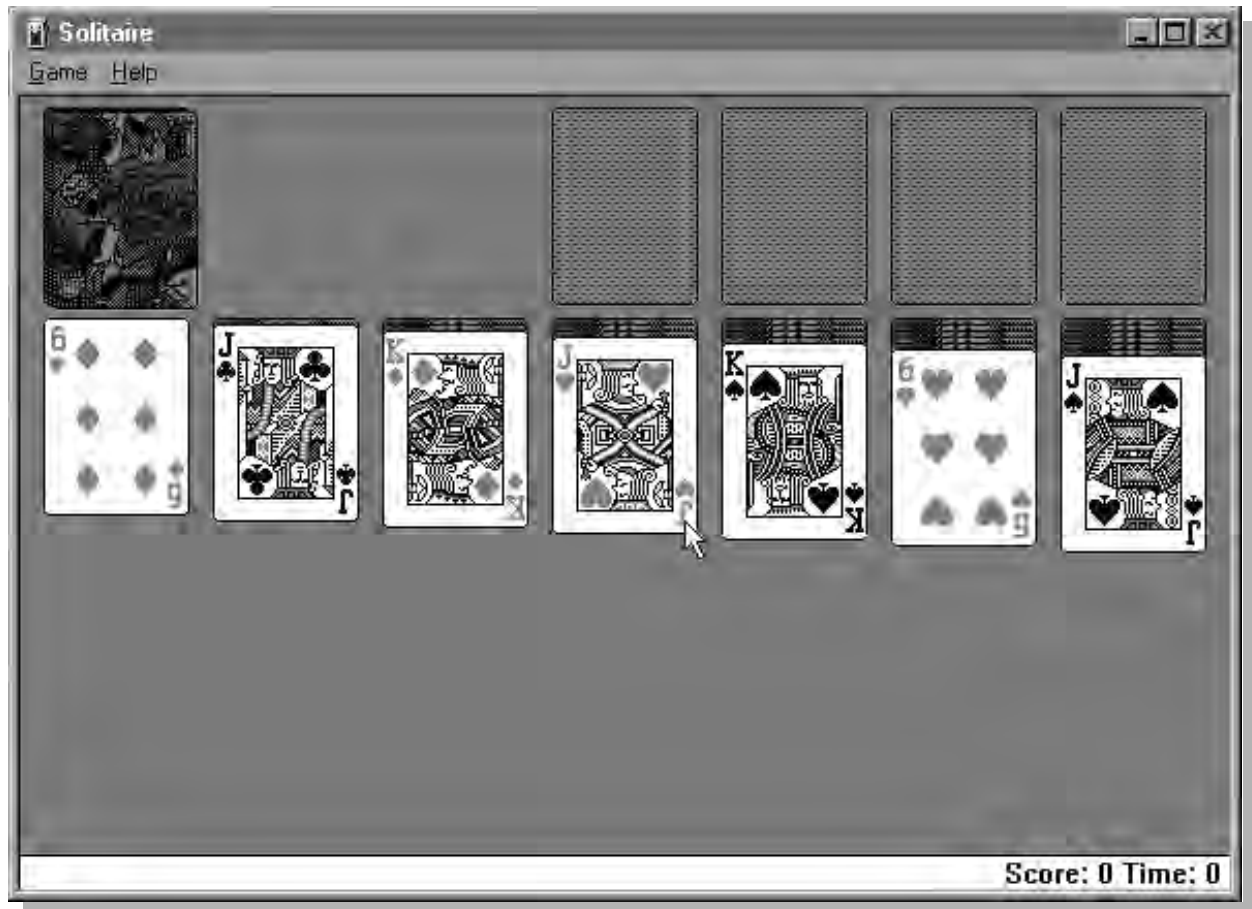
### To begin:

1. Click on **Start**. 
2. Point to **Programs**.
3. Point to **Accessories**.
4. Point to **Games** ( You will see a list of games).





5. Click on **Solitaire**. A similar window will appear.



## To find the rules of the game:

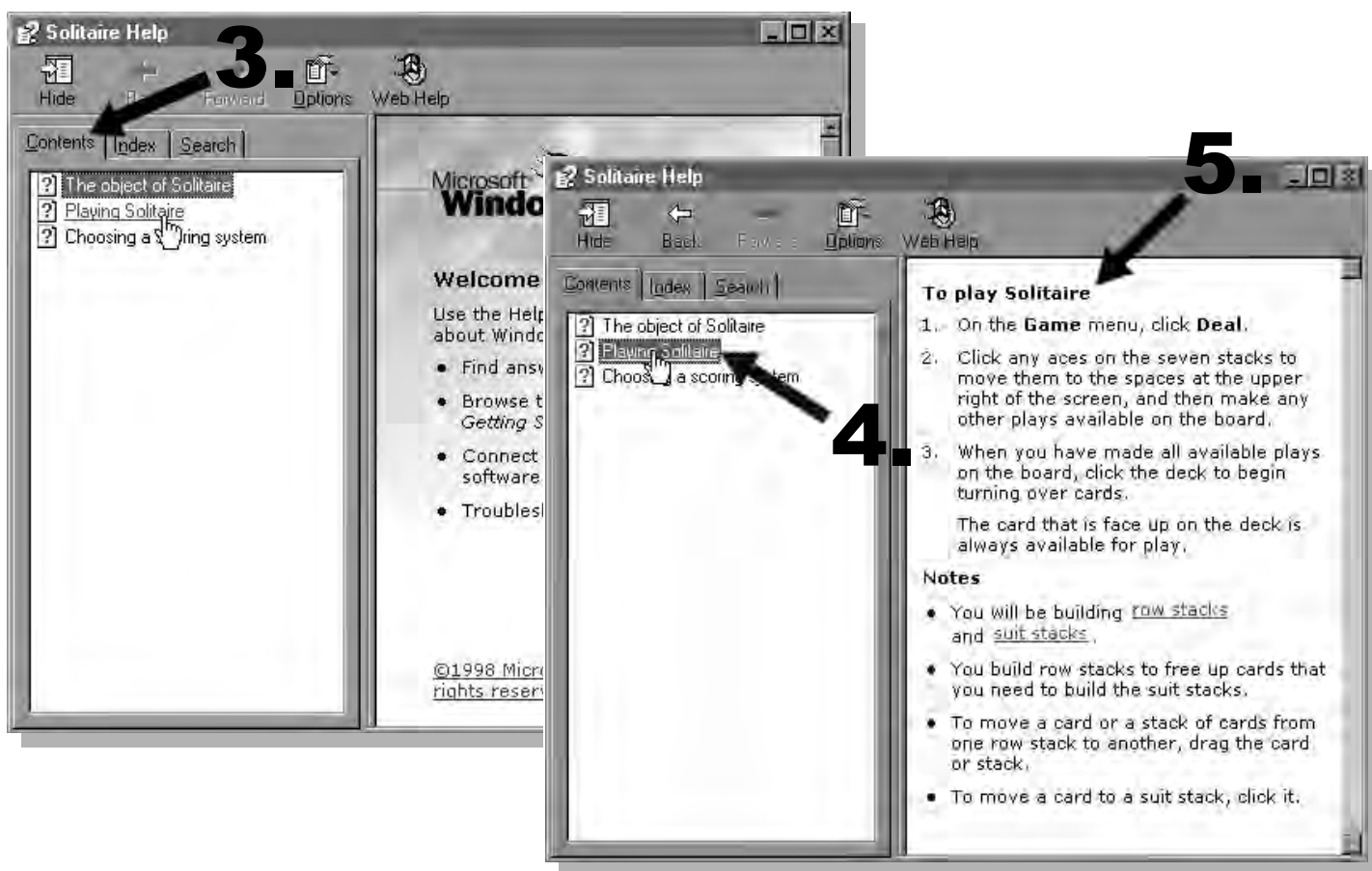
1. Click on **Help** on the menu bar.



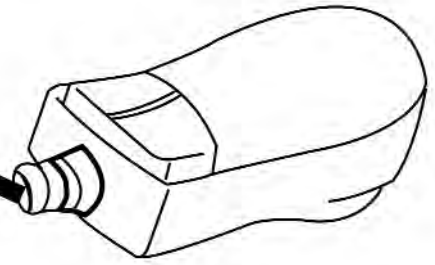
2. Click on **Help Topics** on the pull down menu.



3. Click on the **Contents** tab in the Help Topics window.
4. Click on **Playing Solitaire**.
5. You will see the rules of the game to the right of the dialog box.
6. Close the help window and the **Solitaire** window when you are finished.





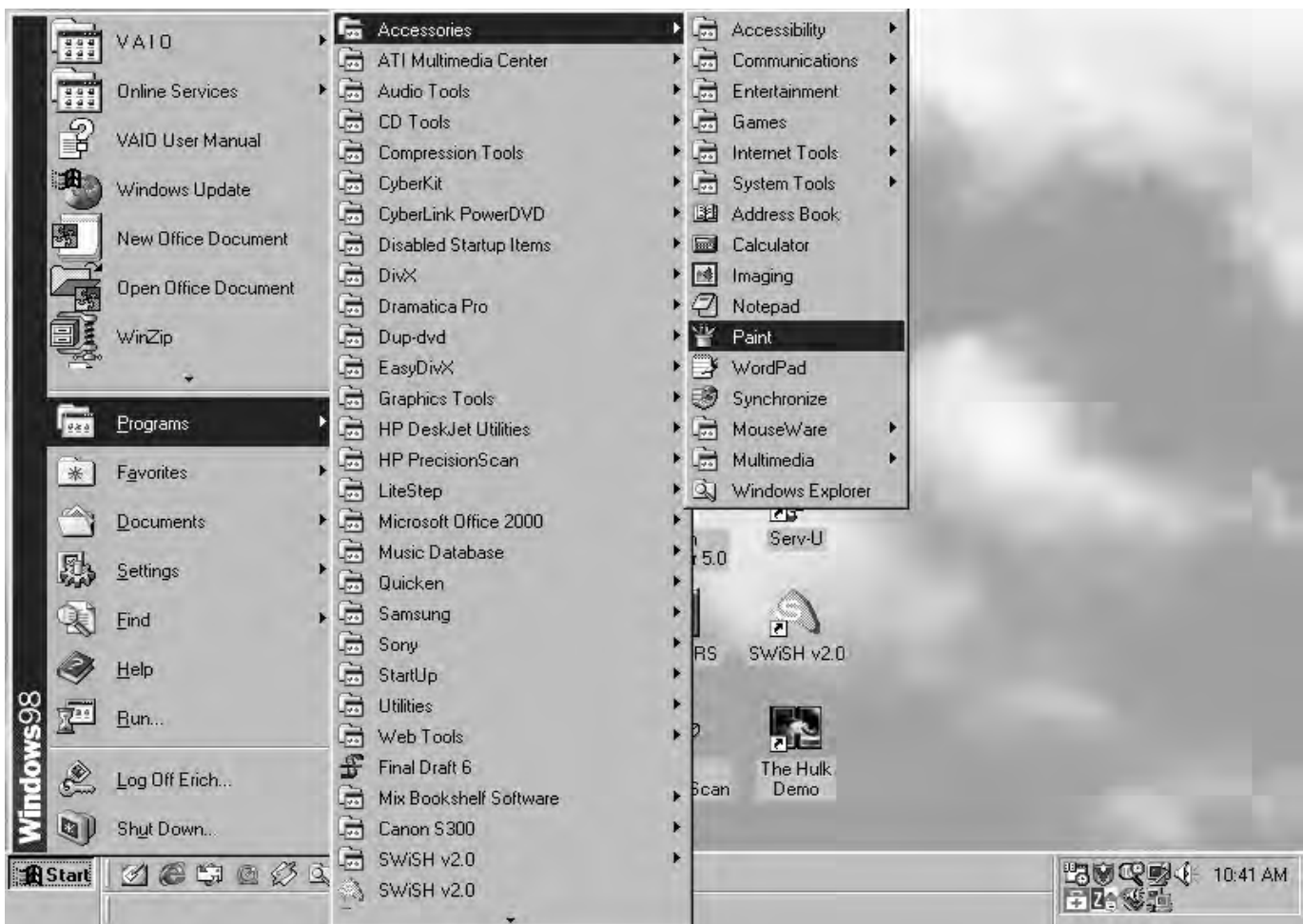


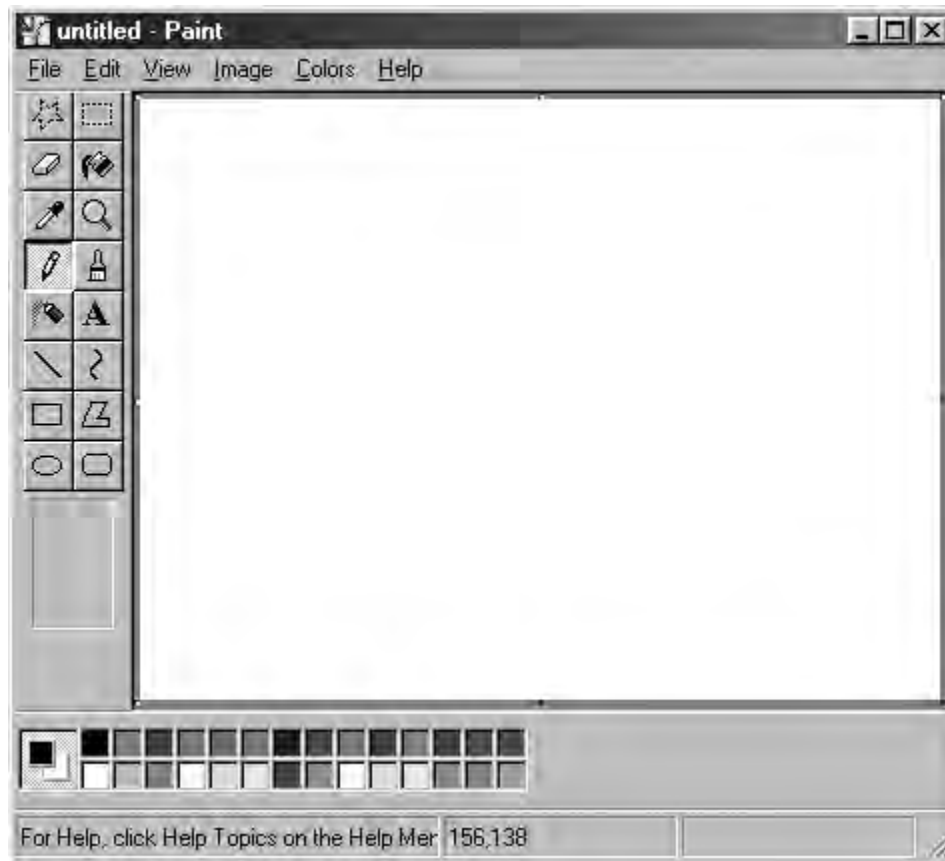
## Using Paint

Microsoft Paint is an alternative to Solitaire as an effective way to learn how to use a mouse..

### To begin:

1. Click on **Start**.
2. Point to **Programs**.
3. Point to **Accessories** (You will see a list of folders and programs).
4. Click on **Paint**.



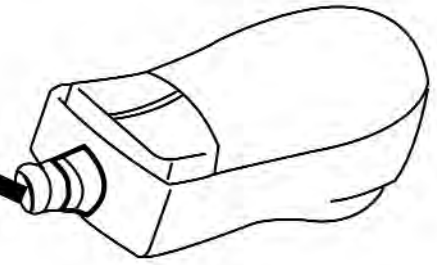


## To learn how to use the tools in Paint

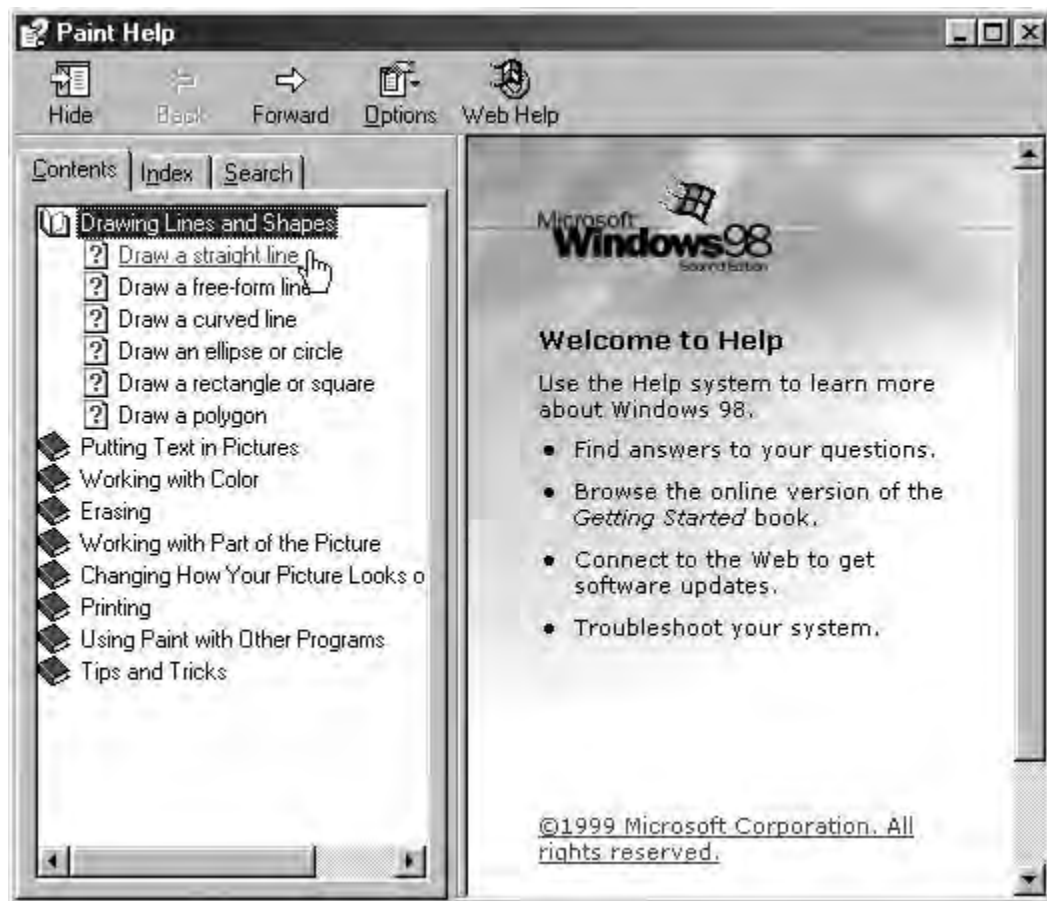
1. Click on **Help** on the menu bar.



2. Click on **Help Topics** on the pulldown menu.



3. Click on the **Contents** tab in the Help Topics window.
4. You will see instructions on how to use the various tools that come with Microsoft Paint. You can click on the tool you would like more information on using.
5. Close the Help window and **Paint** when you are finished.





## Congratulations

Now you know how to:

1. Scroll on a window
2. Display help information
3. Maximize, Minimize and Size windows
4. Change mouse settings
5. Click and drag with the mouse
6. Play Solitaire

## FILE MANAGEMENT

### EXERCISE 3: FILES AND FOLDERS

In this exercise you will create a folder for your personal use.

**To view the amount of icons in the computer window:**

1. Click on **Edit** in the menu bar.
2. Click on **Select All**. (The status bar will indicate how many objects or icons are in the Dialog Box.)





### Useful Hints

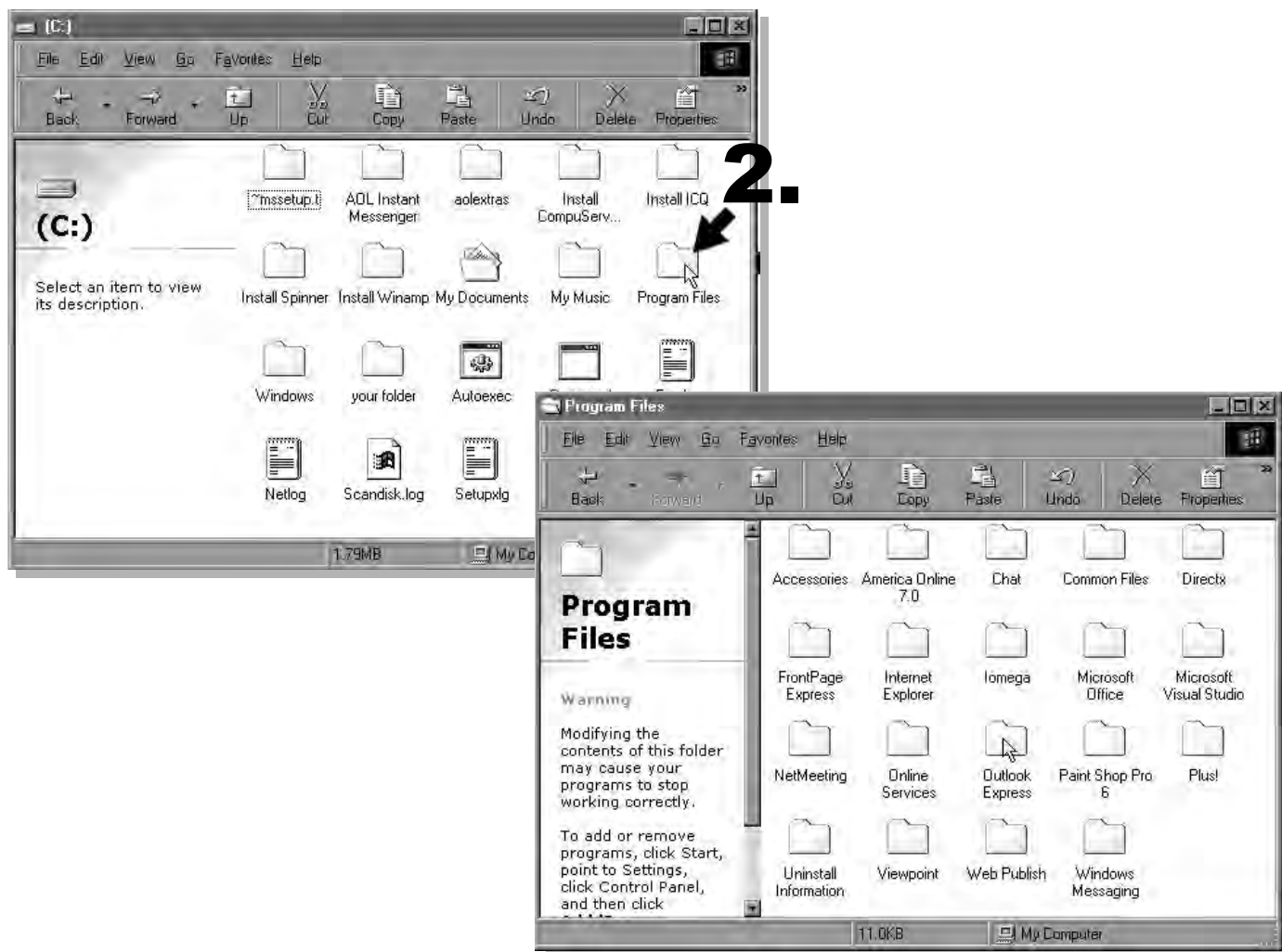
The hard drive has space for storing many files. A file is an organized collection of information. To make it easier to find what you want, files are organized into folders. Folders can also contain other folders.

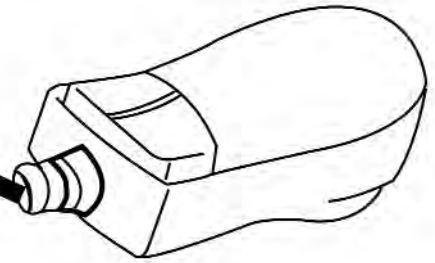


## Viewing the Contents of the Hard Drive

The size and the amount of unused space on the **(C:) drive** are found in the My Computer window.

1. Double click on the **(C:) drive** icon.  A window similar to the one below will appear.
2. Double click on the **Program Files** folder. This window has folders for each of the programs installed on your computer. An example of this is shown below.
3. Close the **Program Files** window  .



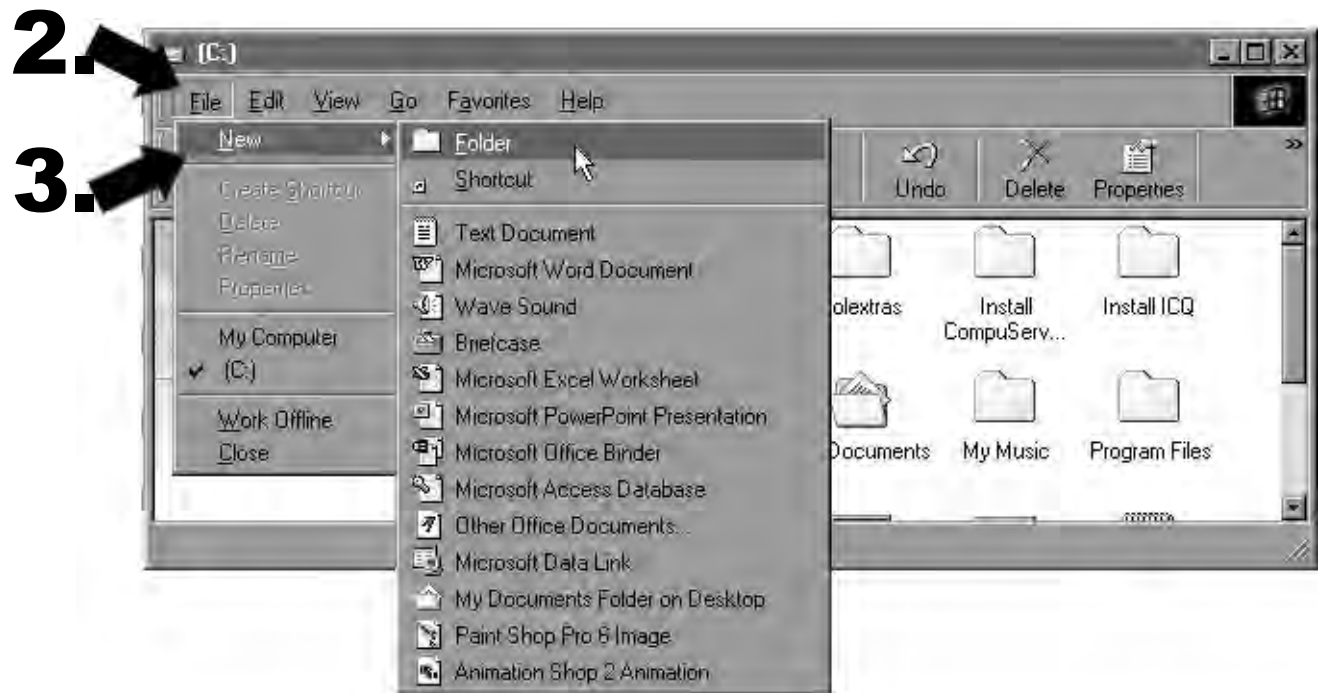


## Creating Folders on the Hard Drive

You will be creating many files during this course. You should keep these files in your own folder on the hard drive.

### To create a folder on the hard drive:

1. Move the pointer to the **(C:) drive** window on the screen.
2. Click on **File** on the menu bar.
3. Move the pointer to **New** on the pull-down menu (a window similar to the one below will appear.)
4. Click on **Folder**. (You will see a New Folder icon in the **(C:) drive** window.)



5. Type in your first name. This will be the name of your folder.

6. Press **Enter**.





## Cleaning Up Your Desktop

The following windows are open: **My Computer**, **(C:) drive**, and your New folder. You are finished with these windows for now so you want to get them off your desktop. You will do this by closing or minimizing the window.

You do not need the **(C:) drive** window for the next exercise so you will close the **(C:) drive** window.

You will be using **My Computer** and your folder in the next exercise.

Click on the **Minimize**  button in the following windows:

**My Computer**

**Your folder**

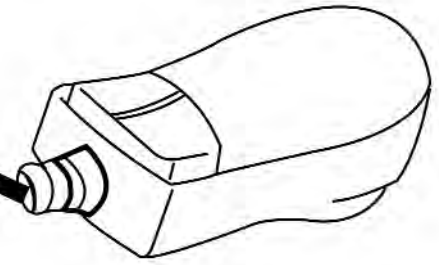


Notice that the buttons for each window are now in the taskbar at the bottom of the screen.

When you minimize a window, you see the icon in the taskbar. You can reopen the window quickly by clicking on the icon in the taskbar.







## EXERCISE 4: MANAGING FILES

Many of the files you will use in the following exercises are stored on different drives. In this exercise you will copy these files to the folder you created on the hard drive **(C:) drive**.

### Finding Files

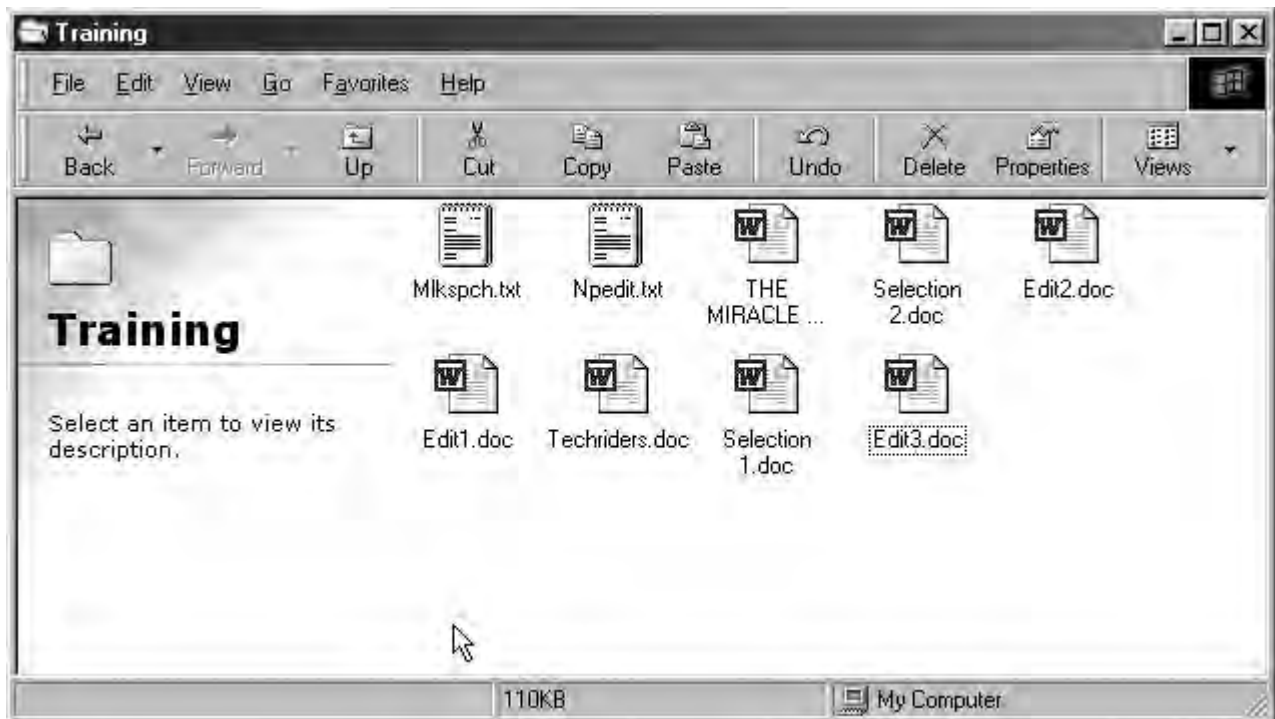
The files you are going to find are located on the desktop. These files are located in a folder named **TRAINING**.

**To find the files you will need:**

1. Double-click on the **TRAINING** icon.



2. You will now see a list of all the files you will use for the remaining exercises.

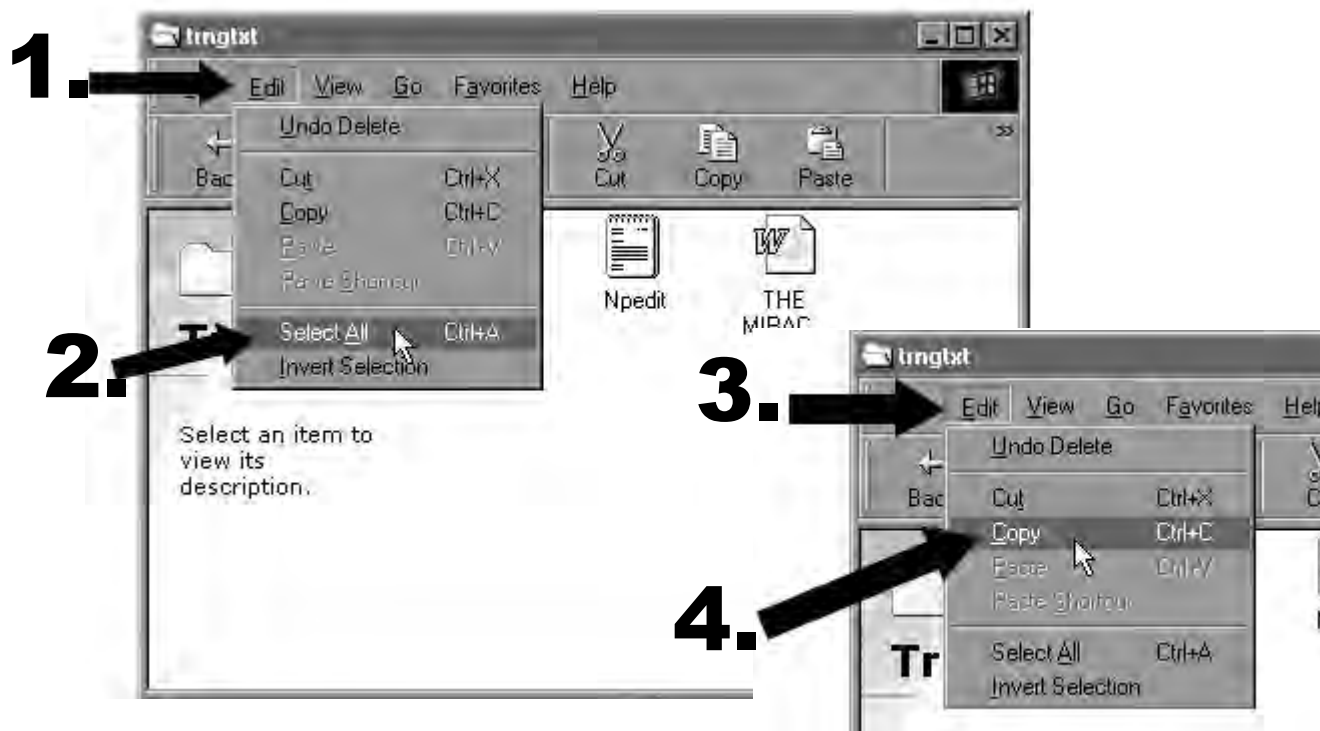




## Copying Files

**To copy the files in the Training folder:**

**1.** Click on **Edit** on the menu bar.



**2.** Click on **Select All** on the pull-down menu. All the files are highlighted.

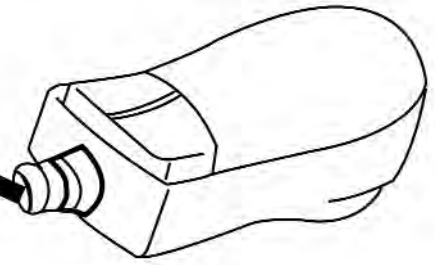
**3.** Click on **Edit** on the menu bar.

**4.** Click on **Copy** on the pull-down menu. The files are copied to the clipboard.



### *Def-i-ni-tion*

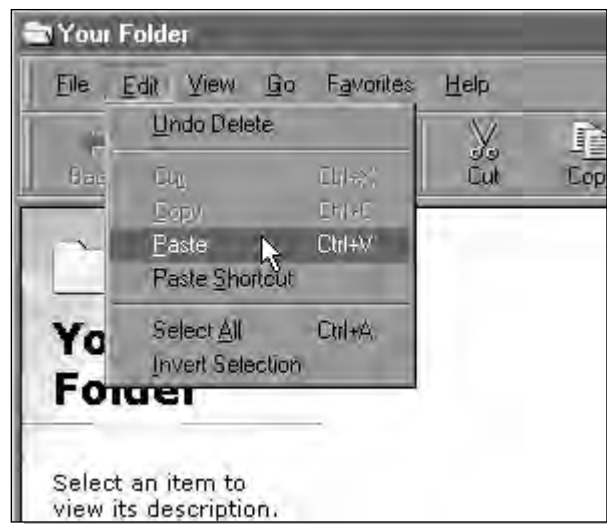
**Clipboard:** A temporary storage area in Windows used for storing various types of data (for example, text, graphic, sound, and video). The Clipboard can hold one piece of information at a time. The Clipboard can be used to pass information between programs.




## Pasting Files

Now you are going to paste the files from the clipboard into your folder.

1. Click on your folder name in the taskbar.  Your folder window will appear.
2. Click on **Edit** on the menu bar.



3. Click on Paste on the pull-down menu. The files are now copied from the clipboard to your folder. (You will see the files below).

4. **Minimize**  your folder window.

5. Close **Training** folder.





## Reading a File

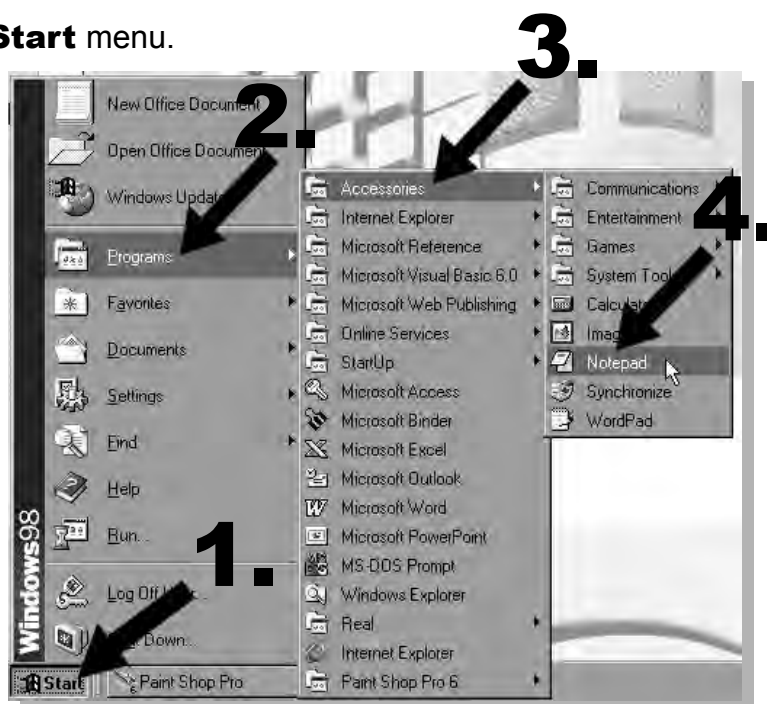
Now you will use the Notepad program to read one of the files you just copied.

To open Notepad:

1. Click on the **Start** button. 

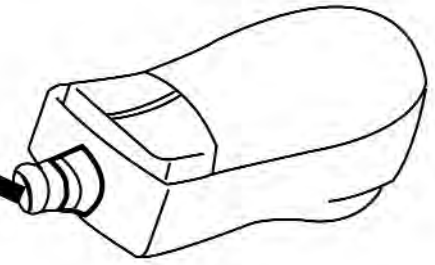
2. Point to **Programs** in the **Start** menu.

3. Point to **Accessories** in the **Programs** menu.



4. Click on **Notepad** in the **Accessories** menu.  
The following window will appear.



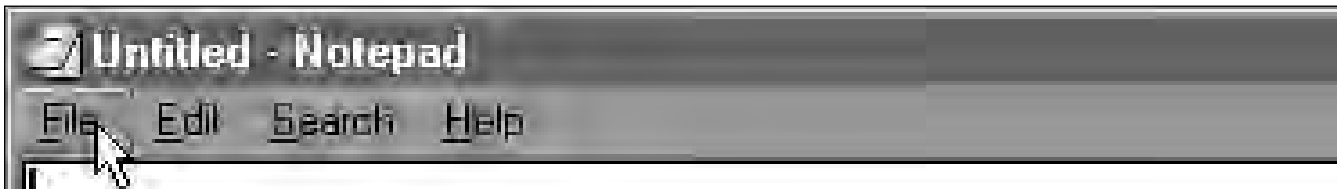


## Opening Files

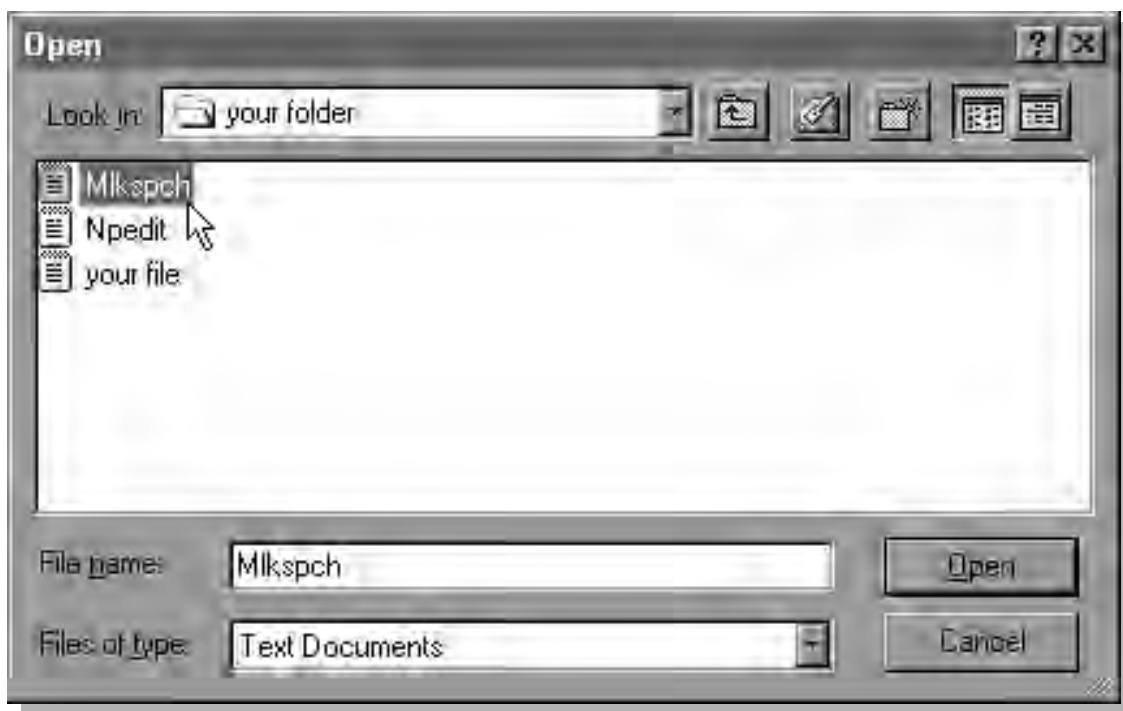
Now you need to bring the file from your folder into the Notepad program.

To open the file:

1. Click on **File** on the menu bar.



2. Click on **Open** on the pull-down menu. You will see the Open dialog box.





3. Click on the down arrow next to the **Look in:** box.

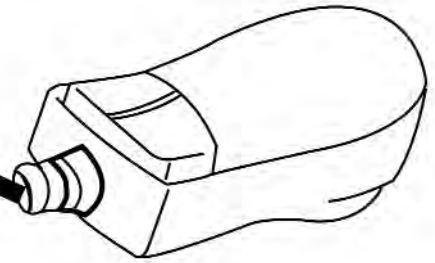


4. Click the **(C:) drive** on the drop-down list.

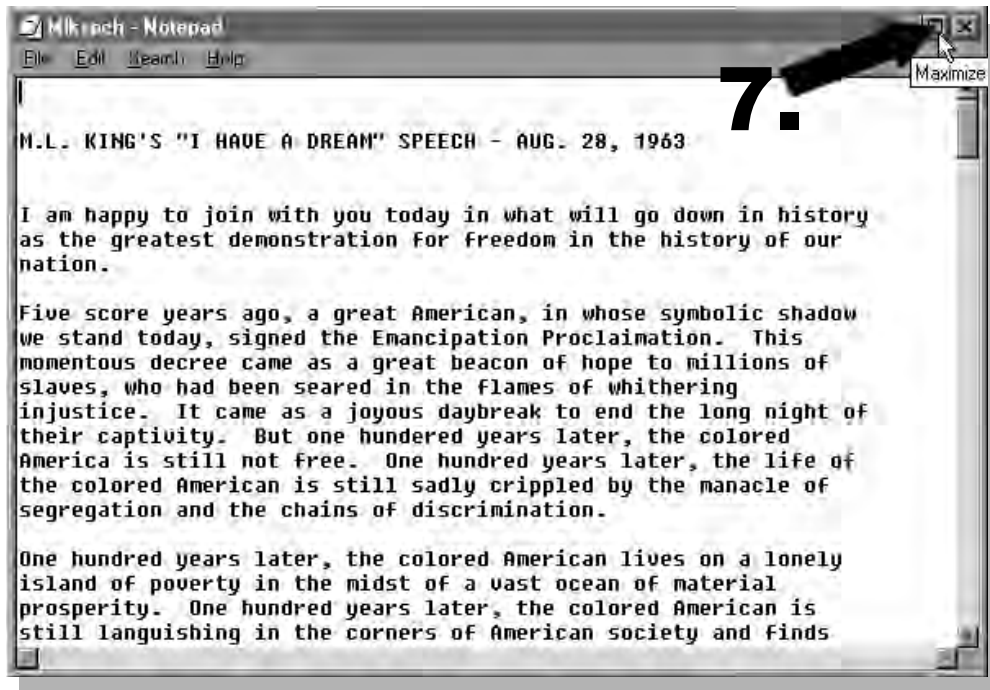



5. Double-click on your folder. The following dialog box will appear.





6. Double-click on the file **Mlkspch**. You will see the contents of the file in the Notepad window.



7. **Maximize** the document. 



## Useful Hints

After Maximizing the document you will notice that it is now too large to see in the notepad window. If you look at the right side of the notepad you will see the up and down scroll bar which will allow you to navigate and see the rest of the Martin Luther King "I Have A Dream" Speech.

Up  
Arrow

Scroll  
Box

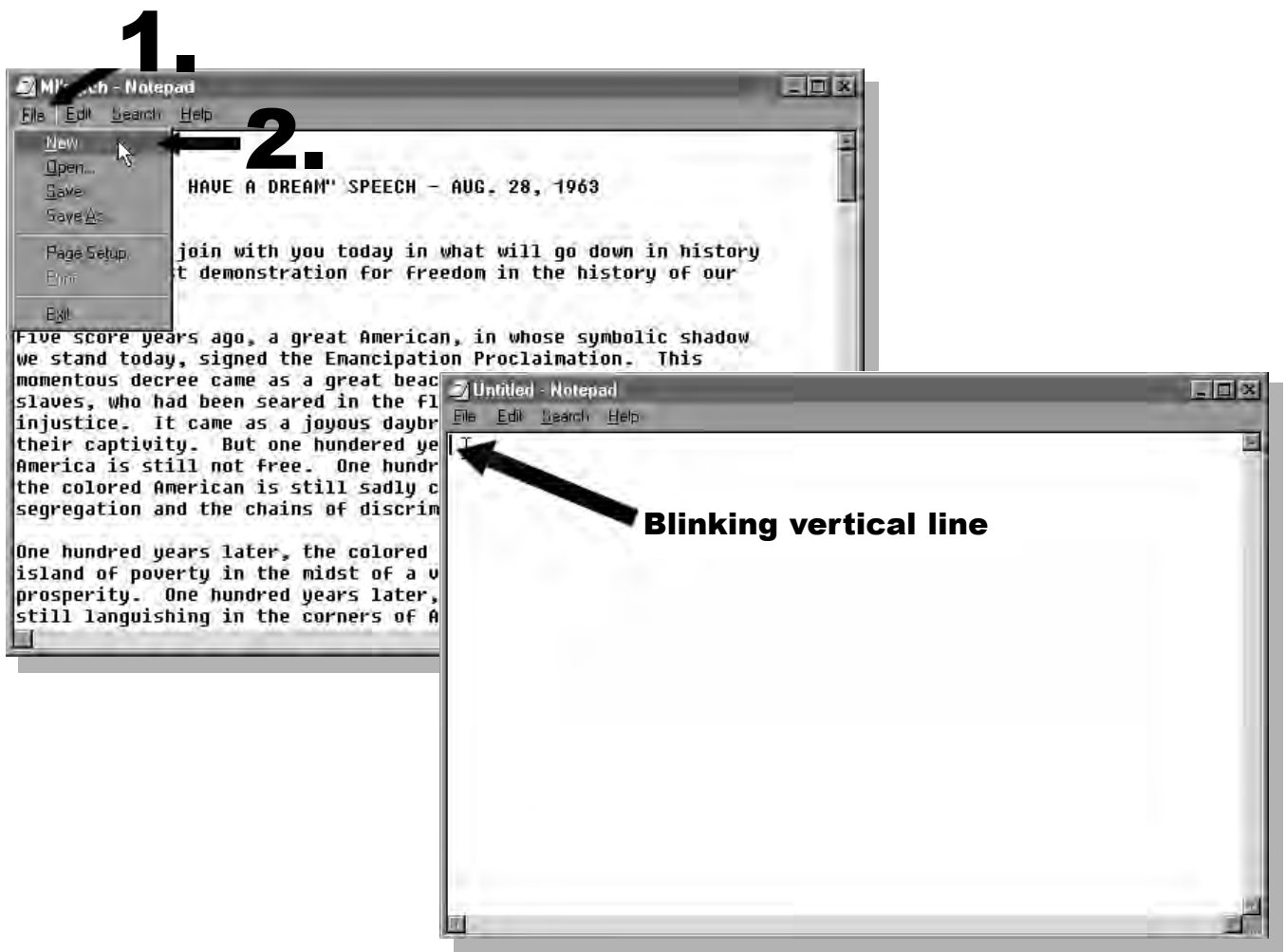
Down  
Arrow



## Creating a New File

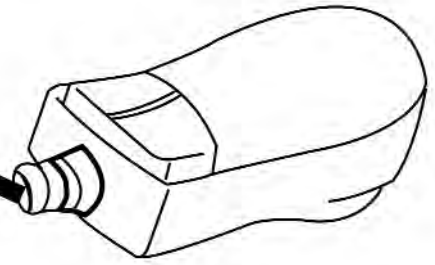
To create a new file:

1. Click on **File** on the menu bar.



2. Click on **New** on the pull-down menu. You will see a blank window. Notice the vertical blinking line. When you type, the characters go here.





**To enter information into the file:**

1. Type your name and press the **Enter** key.
2. Type TechRiders and press the **Enter** key.
3. Type the trainer's name and press the **Enter** key.





## Useful Hints

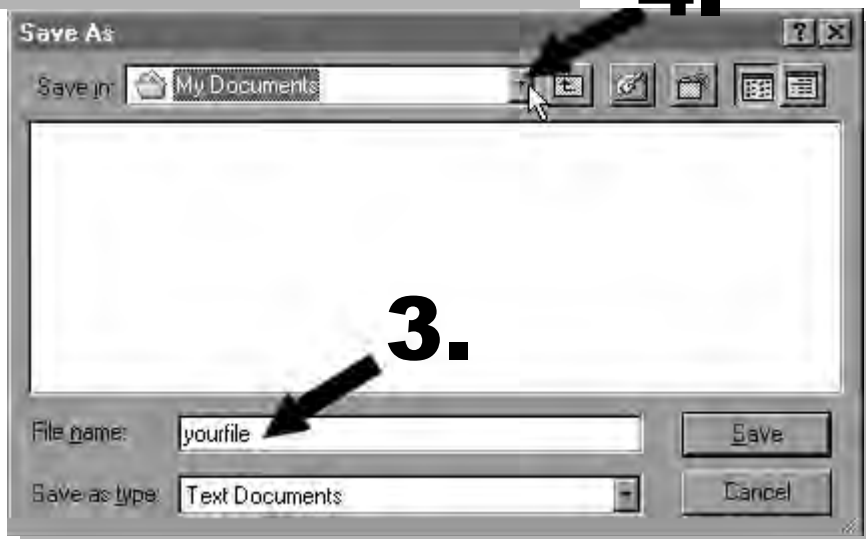
Instead of using **Save**, you could use **Save As** if you wanted to save the document you're working on in another folder or just with another name. If you use Save and a document already has that name, you will overwrite that document with the new information you have just put into this file.

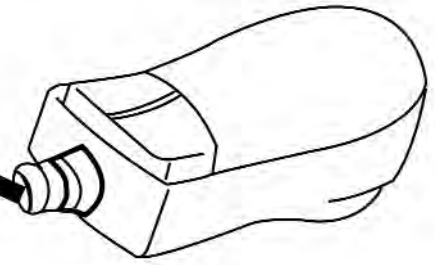
### Saving the File

1. Click on **File** on the menu bar.
2. Click on **Save** on the pull-down menu. You will see the Save As dialog box.



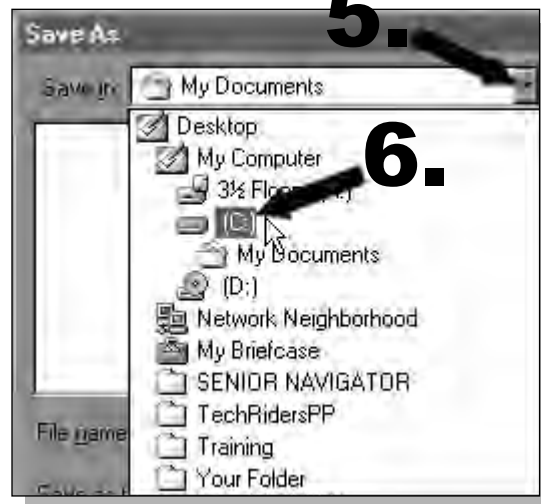
3. Type the name you want to give this file.
4. Select your folder in the **Save in:** box.



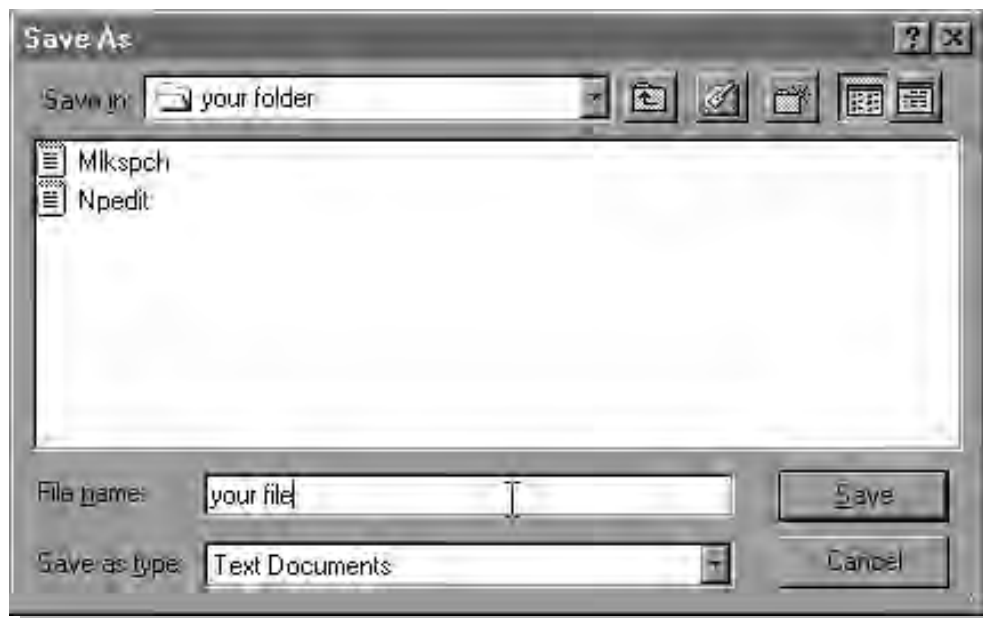


5. Click on the down arrow next to the **Save in:** box.

6. Click on the **(C:) drive** on the drop down-list.



7. Double-click on your folder in the **(C:) drive** window.  
(The dialog box will be similar to the following.)



8. Click on **Save**.

9. Close all windows .



## Dragging and Dropping

**Please do not drag a file that you have not created yourself. Your computer will not work properly unless the system files are in the correct folders.**

Now you will use My Computer to copy the file you just created from the hard drive to your diskette.

This time you will use the drag and drop technique instead of the copy and paste technique.

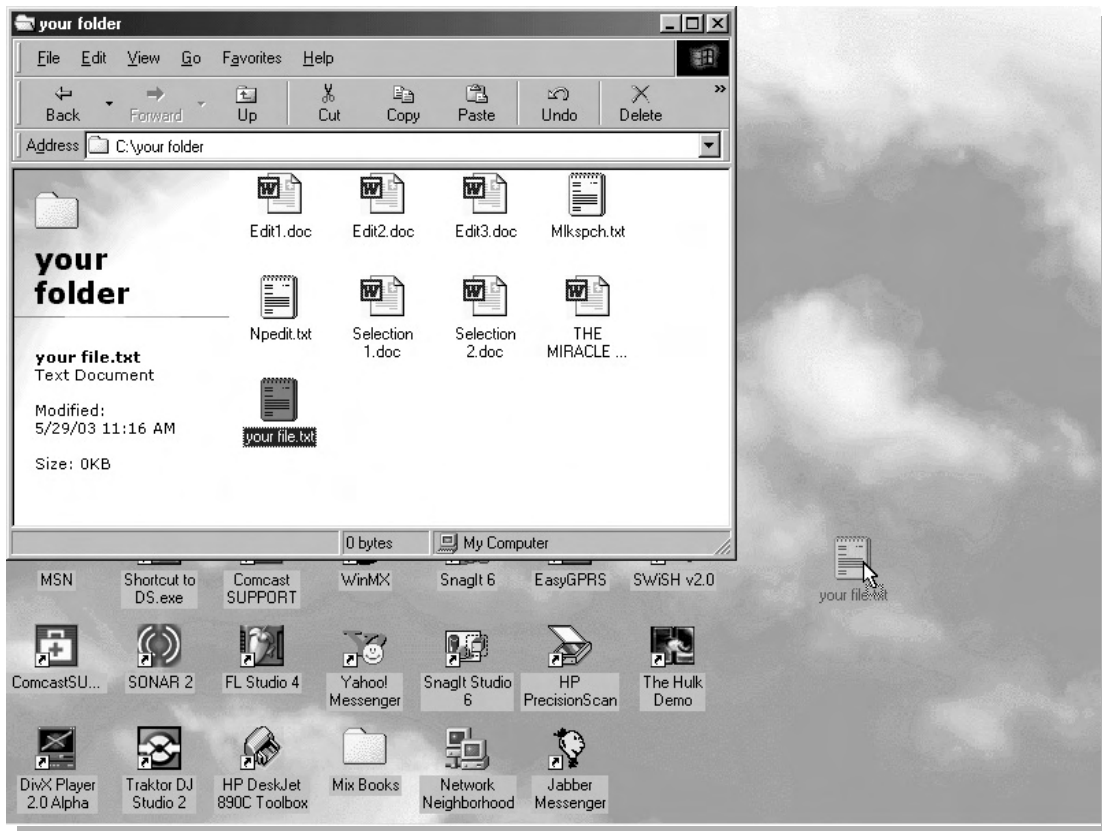
1. Double-click on the **My Computer**  icon on your desktop.

2. Double-click on the **(C:) drive**.

3. Open your folder in the **(C:) drive**. You will see your folder window.



## Module : 1 Fundamentals



4. Position the mouse pointer on **your file** in your folder window.

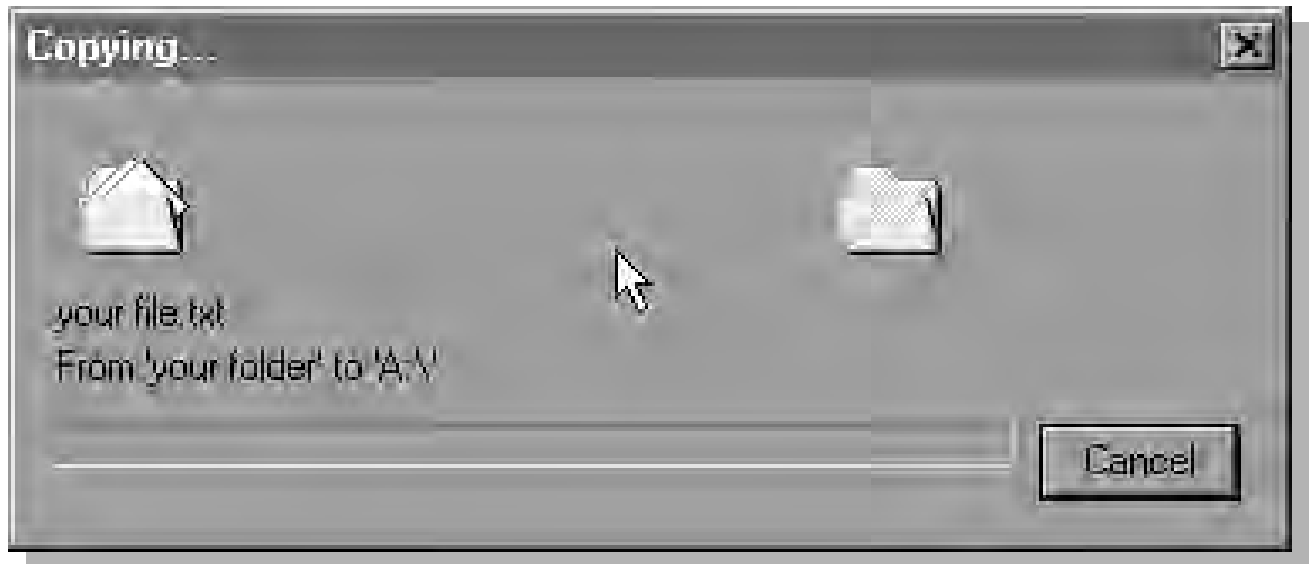
5. Press and hold the mouse button.



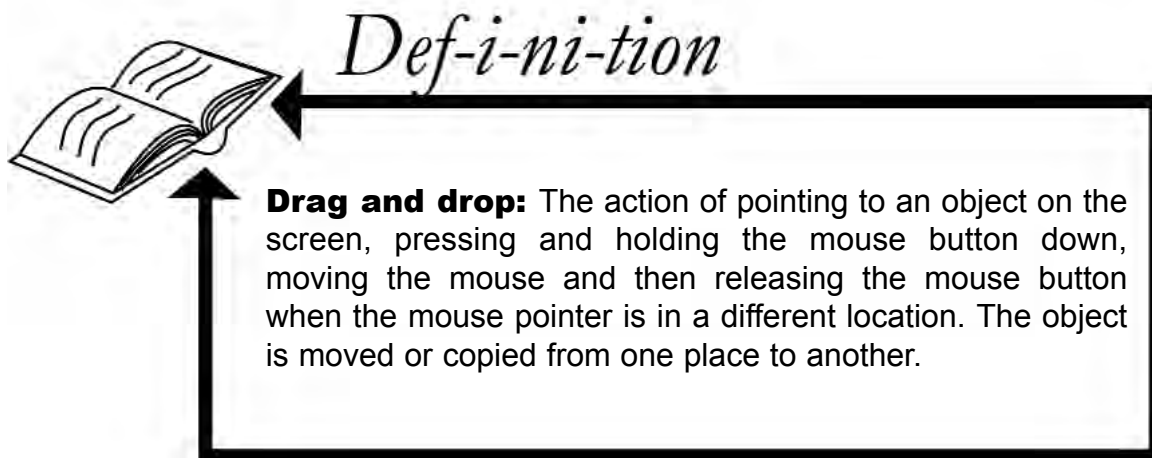
6. Drag the file to the **Desktop**.

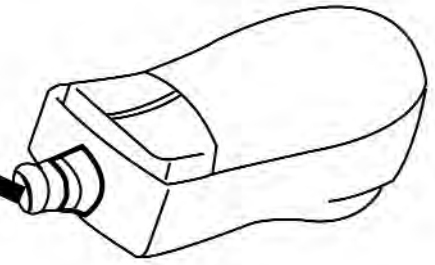


9. Release the mouse button. When any file is being copied, you may see a message box like the one below that tells you how long it will take.



When the message box closes, the file has been copied from your folder on the hard drive to your diskette.





## Deleting a File

### To delete a file:

1. Open your folder.

2. Click on the file you just copied to the diskette.



The file will be highlighted.

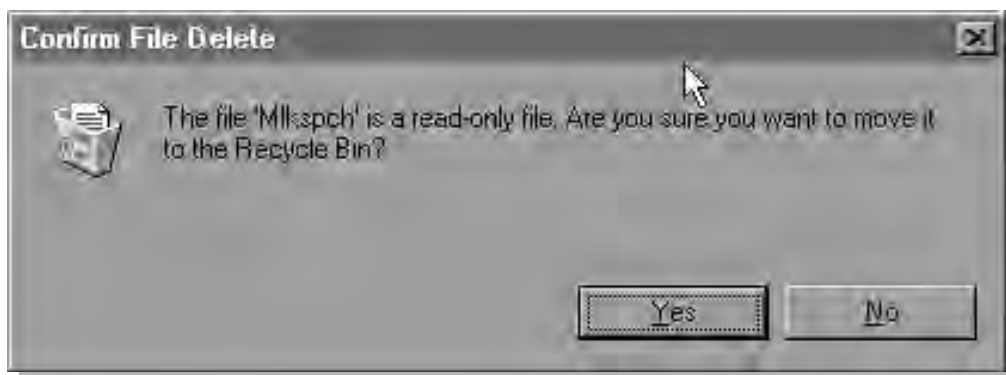
3. Click on **File** on the menu bar. The window below will appear.



### Useful Hints

In place of steps 3 and 4, you can just press the Delete key.

4. Click on **Delete** in the pull-down menu. The following dialog box will appear.




5. Then click **Yes**.



## Emptying the Files and the Recycle Bin

If you made a mistake and deleted a file, all is not lost. You can retrieve the deleted file from the **Recycle Bin**. When there are a lot of folders in the **Recycle Bin**, it should be emptied. Files and folders use up space on your hard drive. Once you empty the **Recycle Bin**, the files are gone forever.

1. Double-click the **Recycle Bin** icon . You will see the contents of the **Recycle Bin** window.

2. Look in the Status bar of the **Recycle Bin** window. (You will see the number of files in the **Recycle Bin** and the amount of disk space being used.)

3. Locate the file you just deleted and right-click on the file's icon.

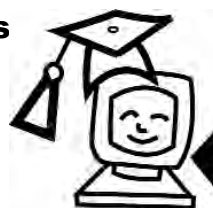
4. Click **Restore**. Your file has been restored to the location it was at before your initially deleted it.

5. Go back to your folder and delete the file again.

6. This time, in the **Recycle Bin**, Click on **File** on the menu bar.

7. Click on **Empty Recycle Bin** on the pull down menu.

5. Click on **Yes**



## Congratulations

Now you know how to:

1. Copy a File, close multiple windows at once
2. Open an existing file
3. Create a new file
4. Save a file
5. Change the file view
6. Empty the Recycle Bin



# MODULE:

# 2

## WORD PROCESSING

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# MODULE:

# 2

WORD PROCESSING

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## EXERCISE 1: GETTING STARTED

### Copying Files


You will need several files to complete the exercises in this module. The files were copied into your folder during exercise 4 in Module 1. Let's take a look in your folder now to make sure the files were copied.

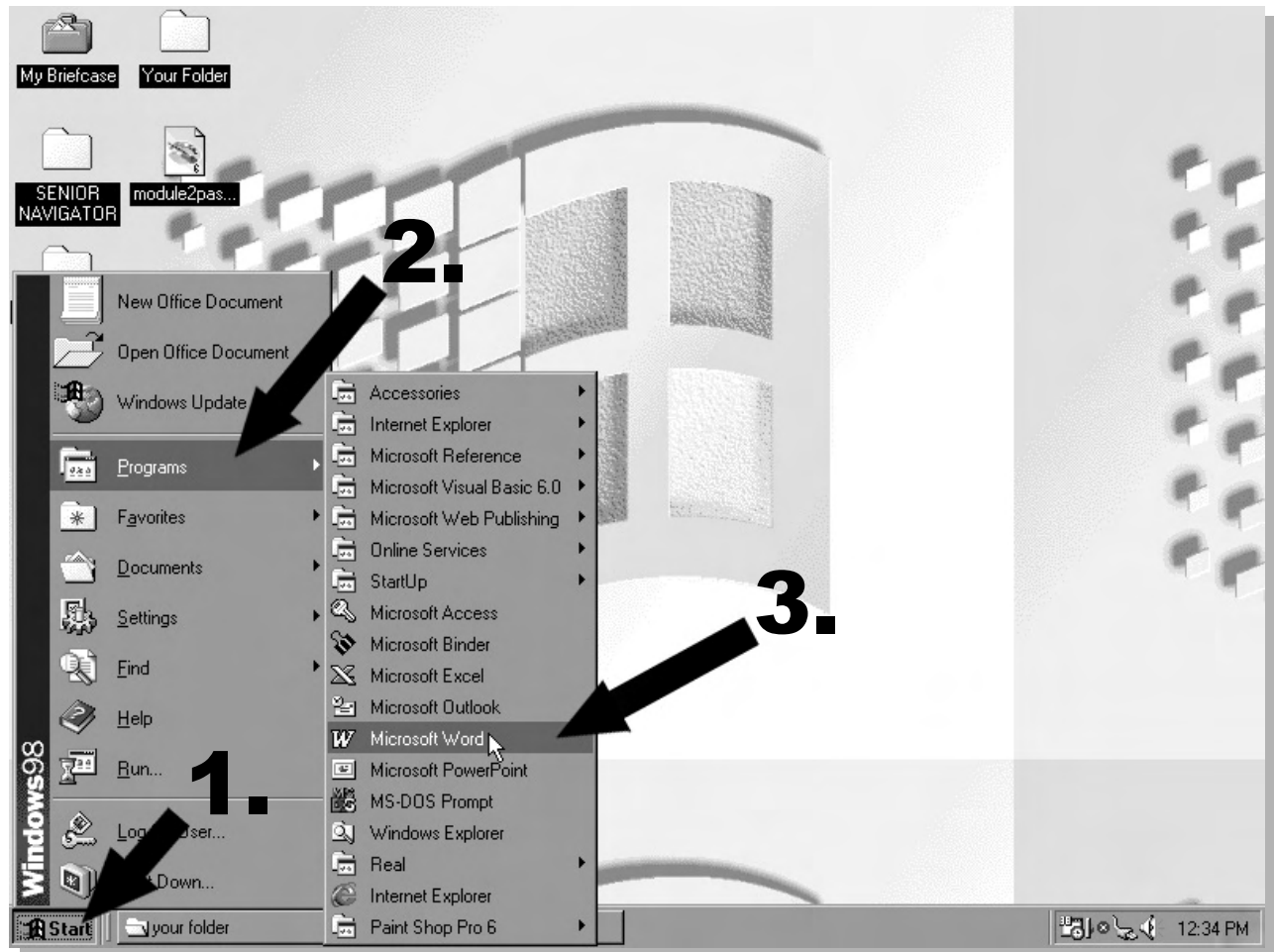
To find the files:

1. Double-click on the **My Computer** icon located on the desktop.
2. Double-click on the **(C:) drive** icon.
3. Open your folder in the **(C:) drive**. You should be able to locate the following files:  
Edit1.doc      Selection1.doc  
Edit2.doc      Selection2.doc  
Edit3.doc      Techriders.doc



## To Start Microsoft Word

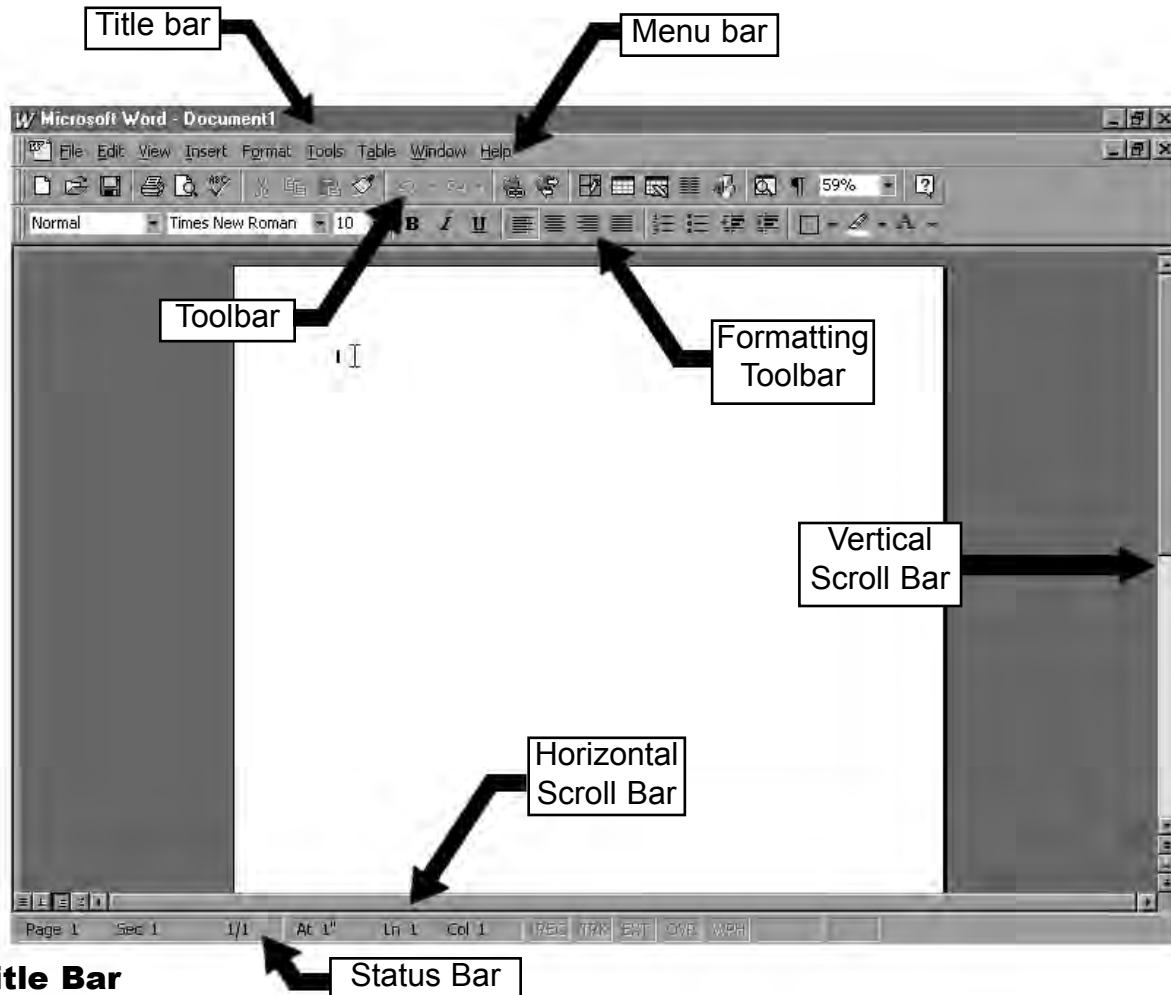
1. Click on the **Start** button. 
2. Point to **Programs** on the Start menu. You will see a menu of the programs installed on the computer.



3. Click on **Microsoft Word**.

## Viewing the Word Window

After you start Microsoft Word, you will see a window similar to the following.



### The Title Bar

When you first start Word, you will see a blank document in the Word window. The top bar of the window is the title bar. Like all program windows, the title bar includes the name of the program and the name of the document. The name of the blank document is a temporary name. You will change this name when you create a document.

### The Status Bar

The last bar in the window is the status bar. Check it every so often as you work to become familiar with the information.

## Maximizing the Microsoft Word Window

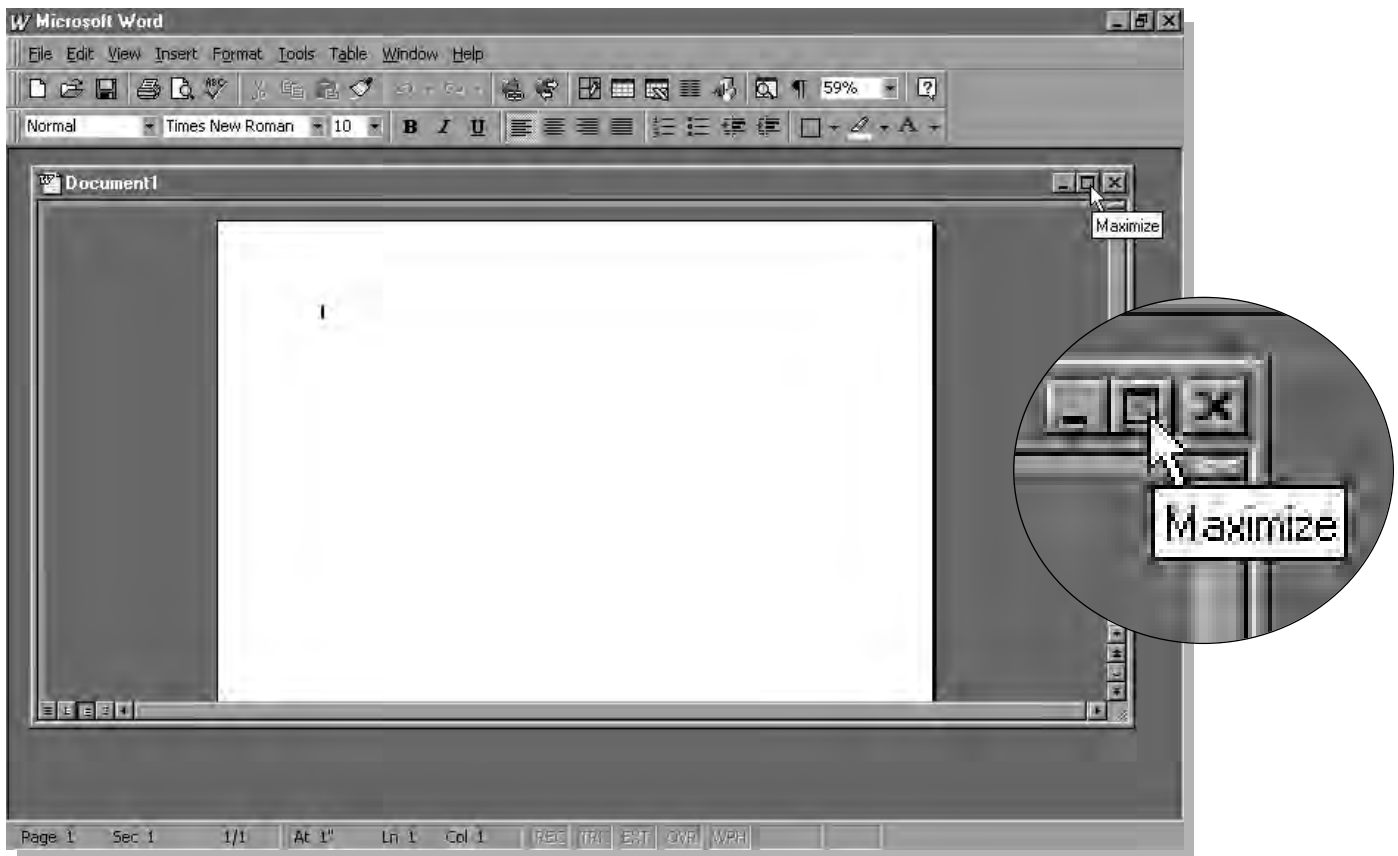
If Microsoft Word is not using the full screen, you should maximize the window so you have more room to work. As you remember from Module 1, we explained the behaviors of the Maximize, Minimize, and Restore buttons. These buttons are used here in the same way, the only difference is there are two sets, one for the document you are creating and one for the Microsoft Word program itself.

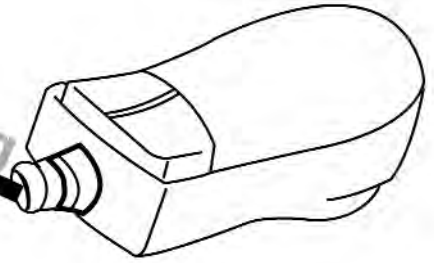
Look in the right corner of the Title Bar.

If you see the Maximize button then you are not using the full screen.

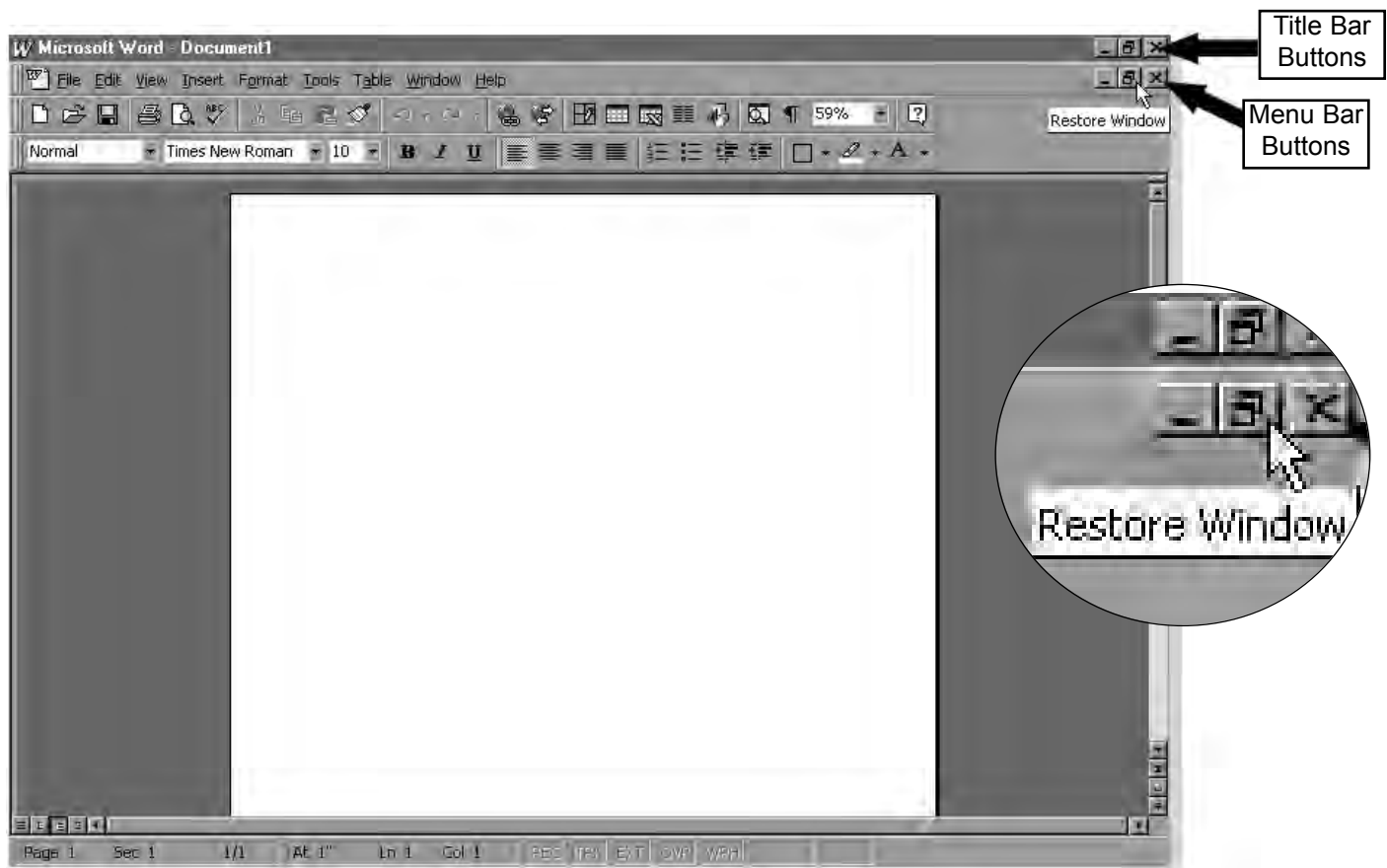
To make Microsoft Word use the full screen:


1. Move the pointer to the Maximize button on the Title Bar of the Word window.







2. Click the mouse button once. The window now uses the full screen. The Restore button replaces the Maximize button.



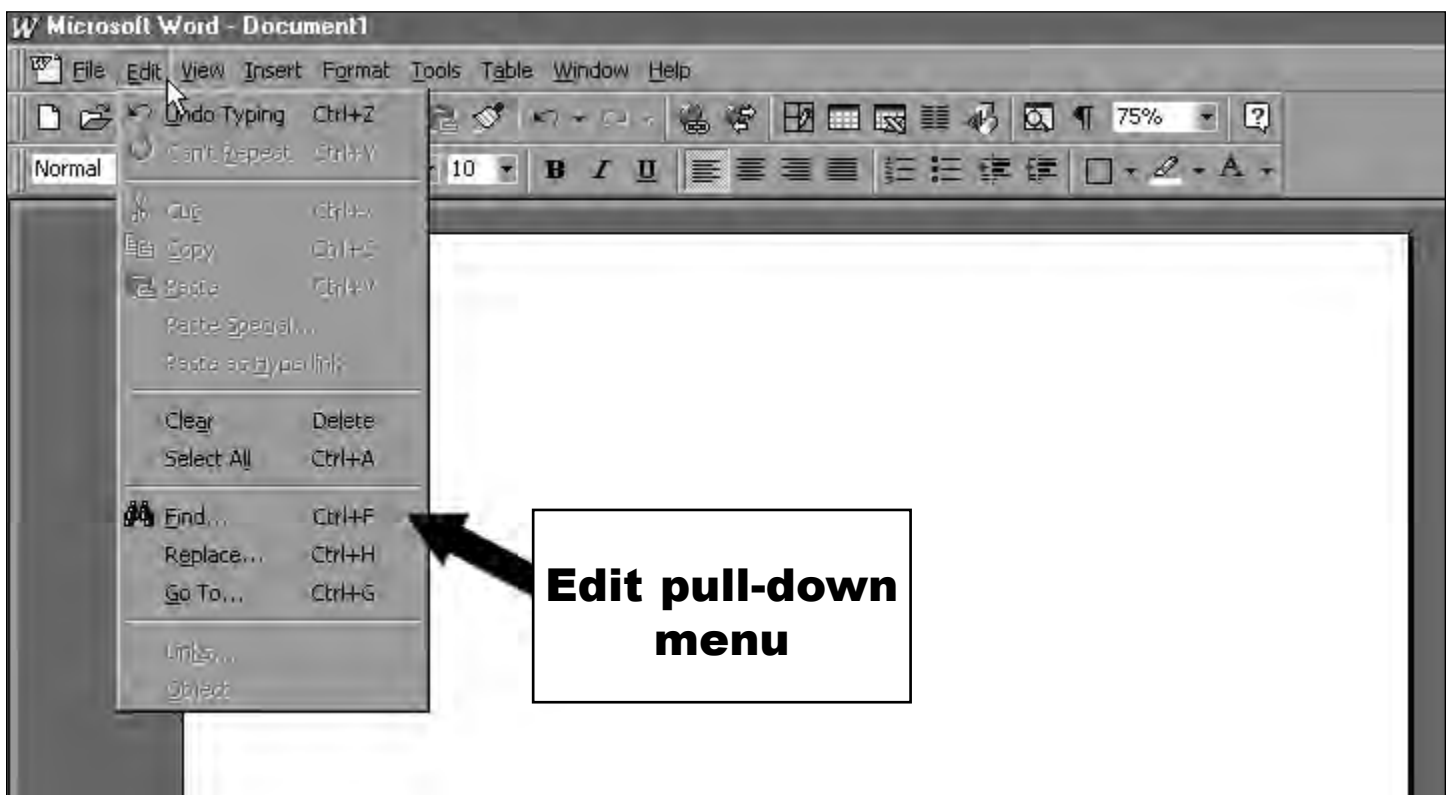
The **Minimize** button  shrinks the windows down to a button on the taskbar. To see the window again, you click the button on the taskbar.

The **Close**  button on Title Bar closes the Word program. To see the Word window again, you repeat the steps for starting the Word program on page 5.

The **Close**  button on the menu bar closes the document but leaves the Word window open.

## Using the Menu Bar

When you click on any word on the menu bar you will see a pull-down menu. For example, click on **Edit** on the Menu Bar. This pull-down menu includes a basic set of commands.



## Useful Hints

The Menu Bar has the major command categories for Word. It is located under the title bar. If you look to the right of the menu bar you will notice a second set of Minimize, Maximize, and Close buttons. These three buttons are specified for the Word document only, not for the Microsoft Word program itself.

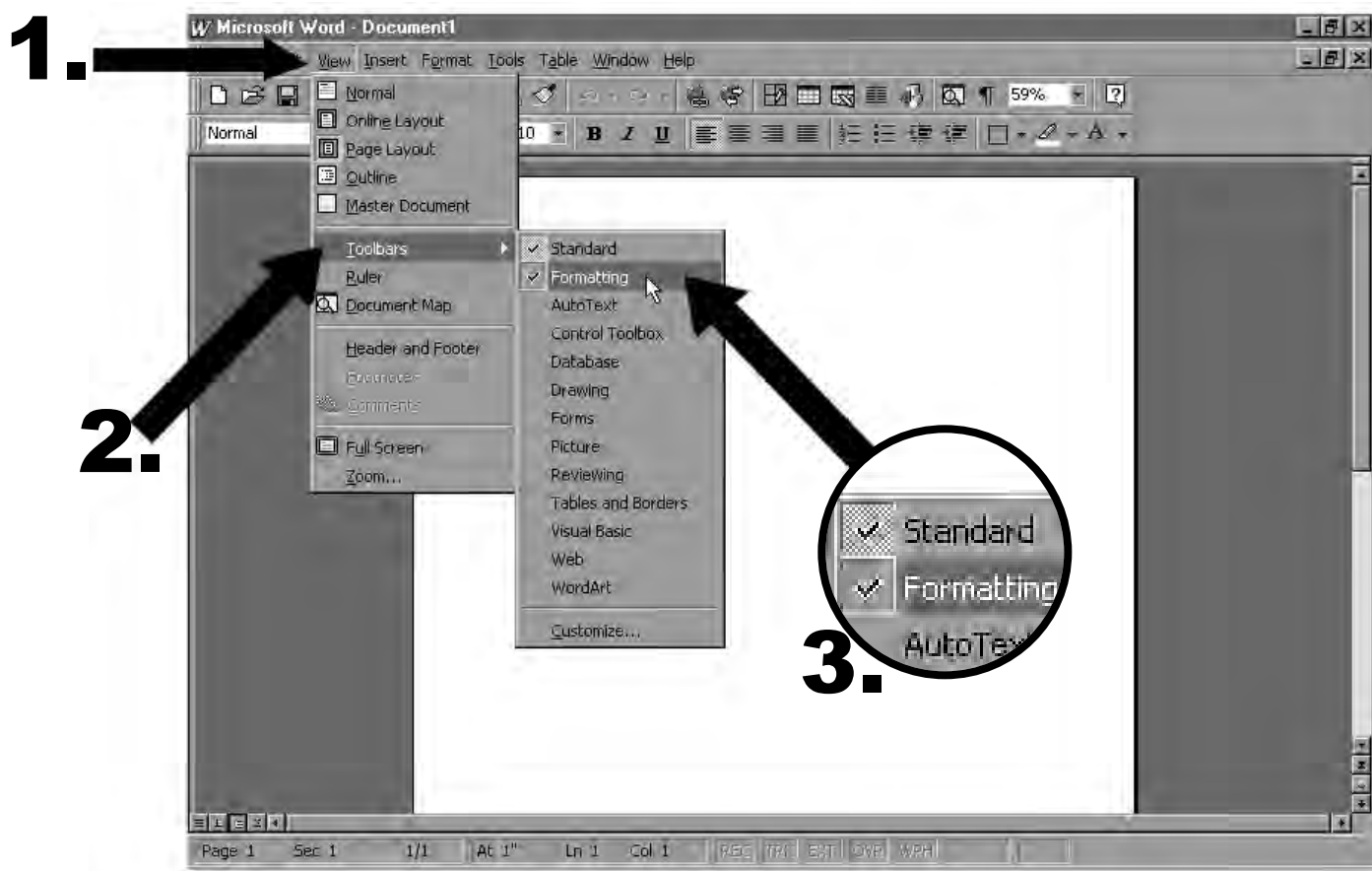


## Showing Toolbars

Toolbars provide a quick and easy way to perform a function. Instead of using the Menu Bar and the pull-down menu, you can click a button on a toolbar. There may be many toolbars showing in the Word window. You can select the toolbars you want to see.

To set the toolbar view:

1. Click on **View** on the menu bar.
2. A list of toolbars will appear.

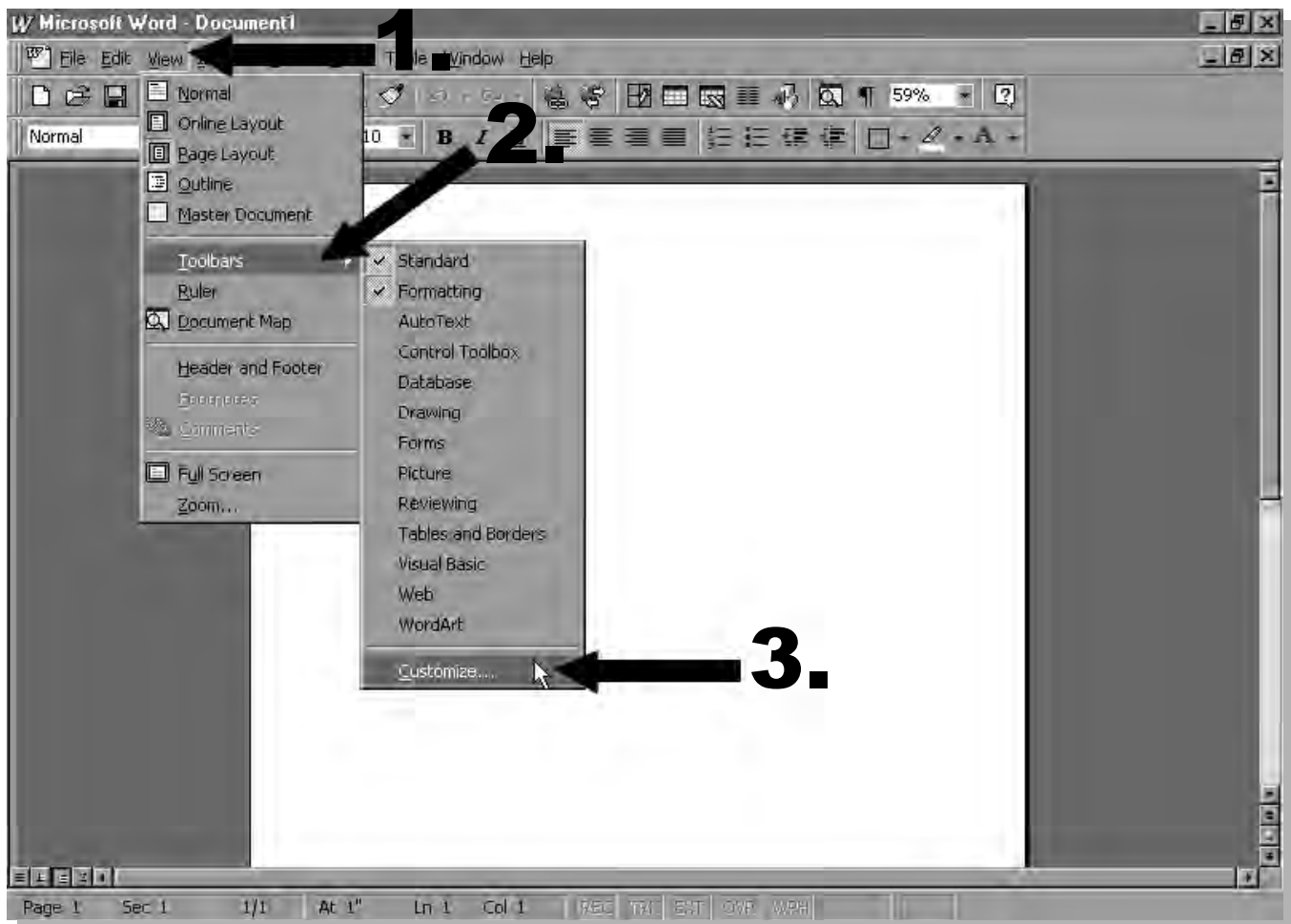


3. Click to add or remove check marks until the list looks like the one shown above.

## Setting the Toolbar Options

There are many ways to work with the toolbars and pull-down menus. You can choose the way that fits your needs. Start with the settings shown below. You can always change the options later on.

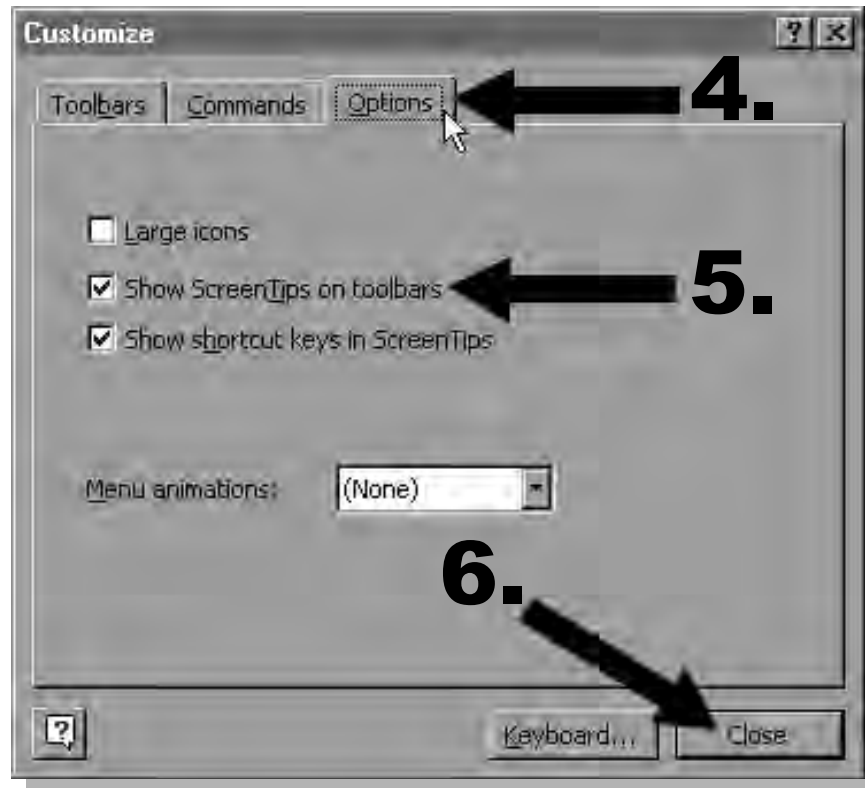
1. Click on **View** on the menu bar.
2. Move the pointer to **Toolbars**.



3. Click on **Customize** on the toolbar menu.

4. Click on the **Options** tab.

5. Set the options as shown below. Click to add or to remove check marks.



6. Click on **Close** to apply the new settings.



## Useful Hints

You can also customize the toolbars by right-clicking in the toolbar area. This will automatically pull up the toolbar window. This technique will allow you to access the toolbar menu much faster than accessing it through the view option on the menu bar.

## Using Toolbars

Each of the buttons is a quick way to select a function. To find out what a button does, you move the mouse over the buttons on the toolbar. Pause on the button. You will see a short name called a **Screen Tip**. The **Screen Tip** may also include a shortcut key for the button.

### The Standard toolbar

This bar is usually located just under the menu bar. It contains the functions most frequently used while creating a document.

1. Locate the **Save** button on the Standard toolbar.



Status Bar

1.



2.



Formatting toolbar


### The Formatting toolbar

This bar is usually located just under the Standard toolbar. It includes buttons for formatting documents, such as underlining, bolding and italicizing.

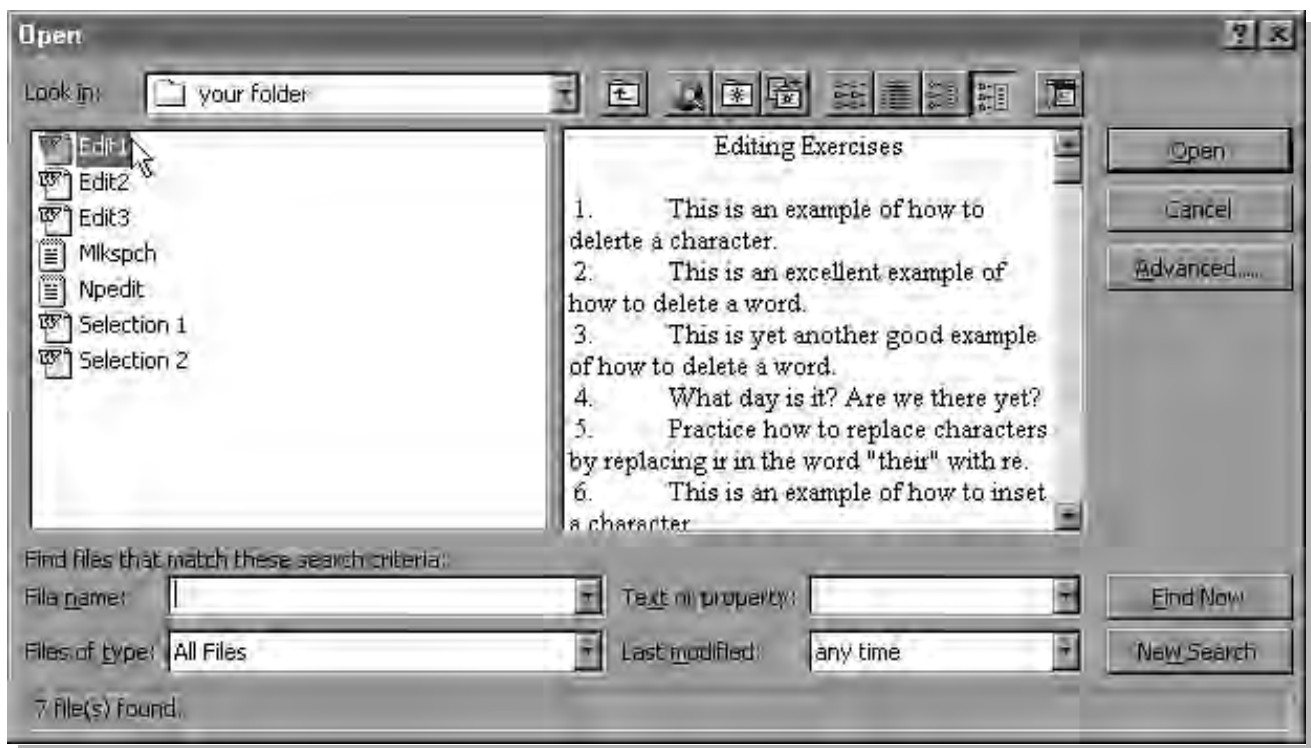
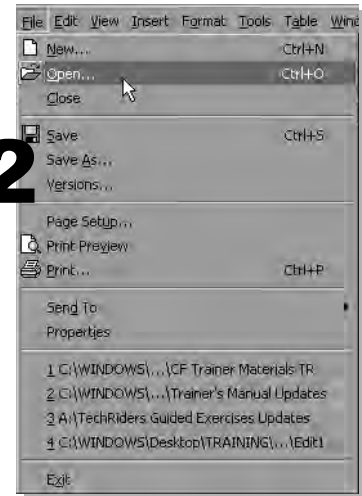
2. Find the **Bold** button on the Formatting toolbar.


## Opening the Edit1 Document

To open the **Edit1** document:

1. Click on **File** on the menu bar.
2. Click on **Open** on the pull-down menu.  
You will see the Open dialog box.
3. Click on the down arrow in the **Look in:** box.
4. Click on the **(C:) drive**  on the drop-down list.

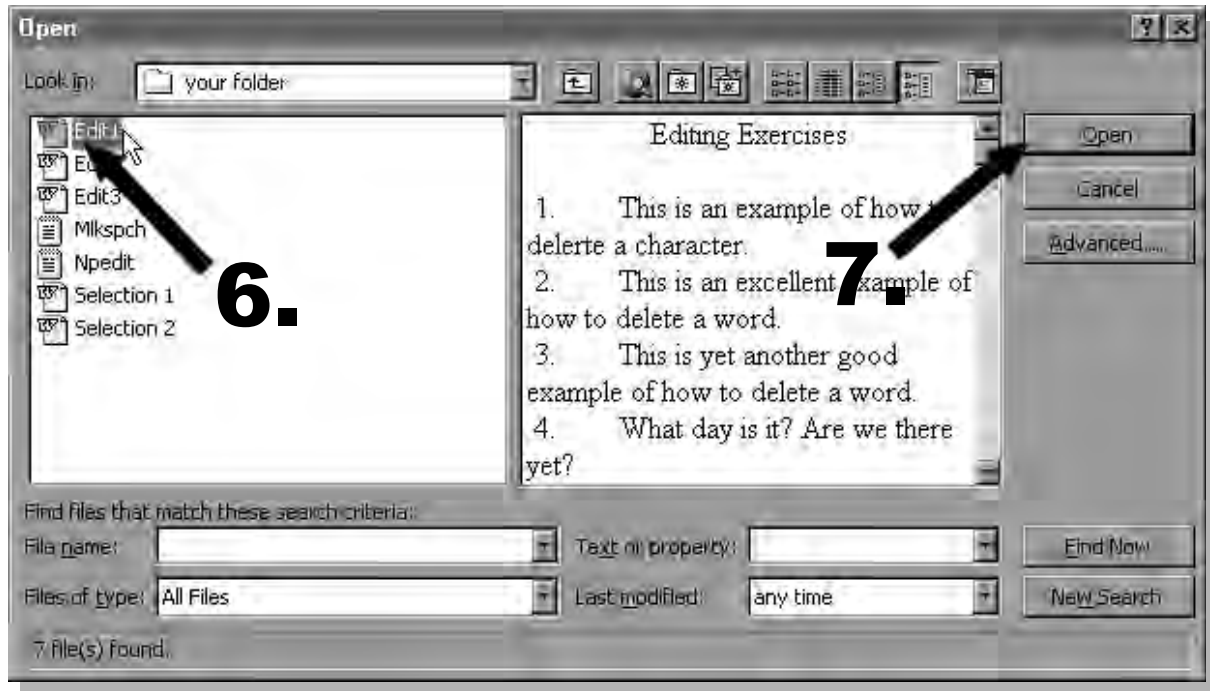
1-2



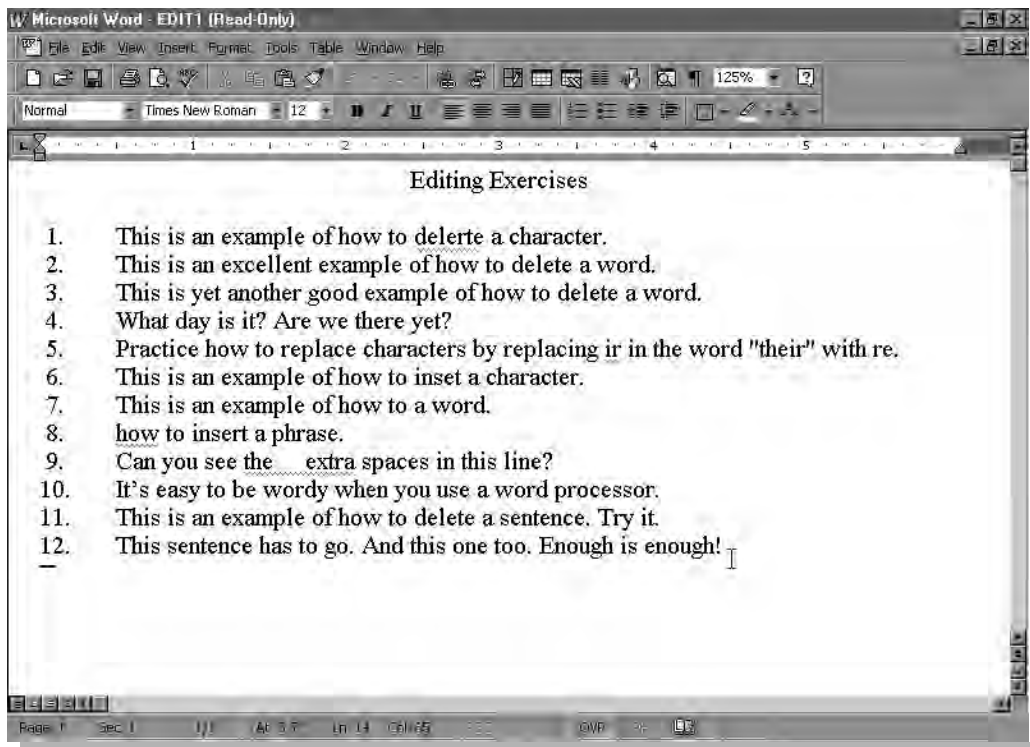
5. Double-click on your folder.  The Open dialog box should be similar to the image above.

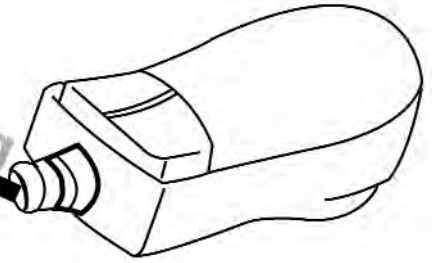


6. Click on the **Edit1** document.



7. Click on **Open**. You will see the **Edit1** document.





## Using the Scroll Bars

You will see long narrow bars on the right side and at the bottom of the window. These are called Scroll bars. When a document is too large to see in a window, you use the scroll bars to see other parts of the document.

### To move up or down one line at a time

Click on the small arrow at either end of the scroll bar. You will see the document move (maybe not in the direction you thought it would).

Notice that the small rectangle inside the scroll bar, called the scroll box, is moving also.

### To move up or down one window at a time using the mouse

Click in the scroll bar above or below the scroll box.

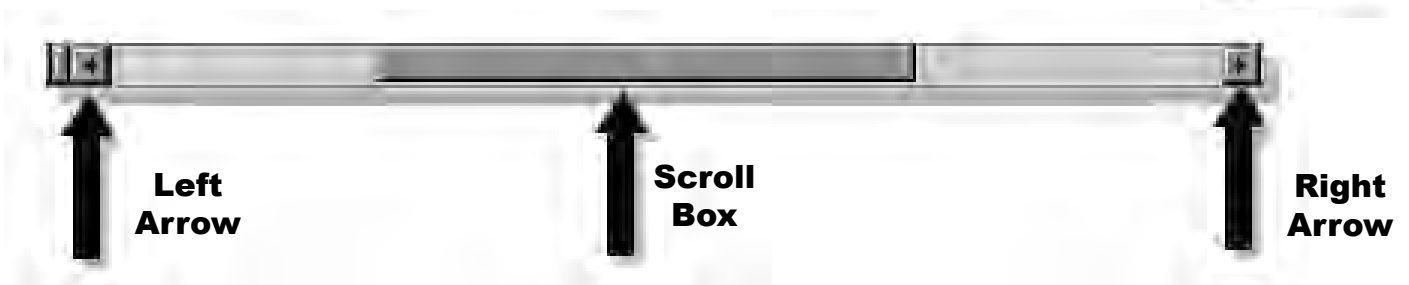
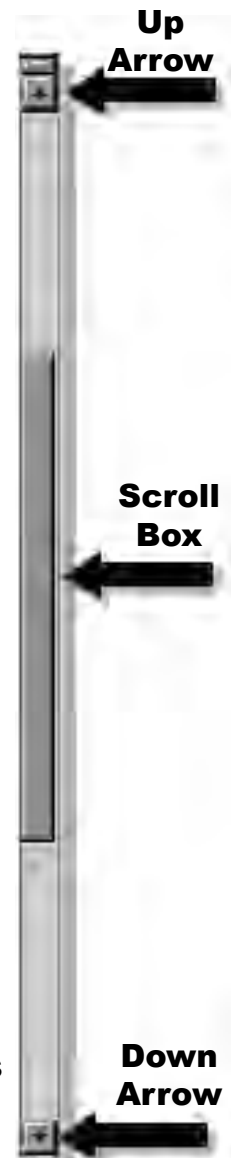
Again, notice that the scroll box is moving.

### To move up or down continuously

Hold the mouse button down on the small arrow at either end of the scroll bar. Release the button when you are where you want to be.

Again, notice that the scroll box is moving. It shows where you are in the document.

You will not be using the other buttons at the bottom of the scroll bar in the exercises in this guide.



## Setting the Document View

Notice the four small buttons to the left of the horizontal scroll bar and just above the status bar of the Word window. These buttons control the way the window looks as you work. In this exercise you will use the **Normal** view.

To change the document view, you click on the buttons located to the left of the horizontal scroll bar. You can also click on **View** on the menu bar and then click on the type of “view” that you want to use on the pull-down menu.

Click the **Normal** view button.

You use **Normal** view when you want to focus on entering text. It is usually the most efficient view for creating documents such as letters and reports.



You use **Page Layout** view to see the document laid out the way it will print. You usually use this view when your document contains pictures.



You use **Outline** view when you are creating a large document using the outline functions of Word. You can show the document at different levels of detail.



You use **Online** view to see what your document would look like as a web page published on the Internet.





## Adjusting the Size of the Characters

You may need to change the size of the characters you see in the window. This does not change the way the document will look when you print it. It is just like looking through a magnifying glass.

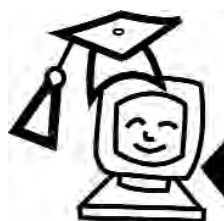
**To make the characters appear larger:**

1. Locate the **Zoom** box on the Standard toolbar.



2. Note the number in the box.
3. Click on the down arrow in the Zoom box.
4. Click on a higher percentage.

Now change the size to the percentage that you would like to use. Page width automatically chooses a percentage that shows the full width of the document.



## Congratulations

Now you know how to:

1. Start Microsoft Word
2. Open a document
3. Identify and use toolbars
4. Scroll through a document
5. Change the Word window size
5. Change the working view



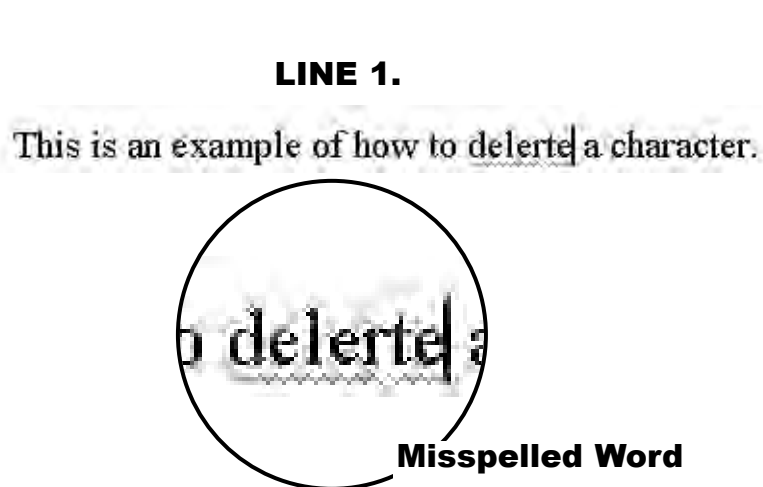
## EXERCISE 2: TEXT EDITING

### Editing a Document

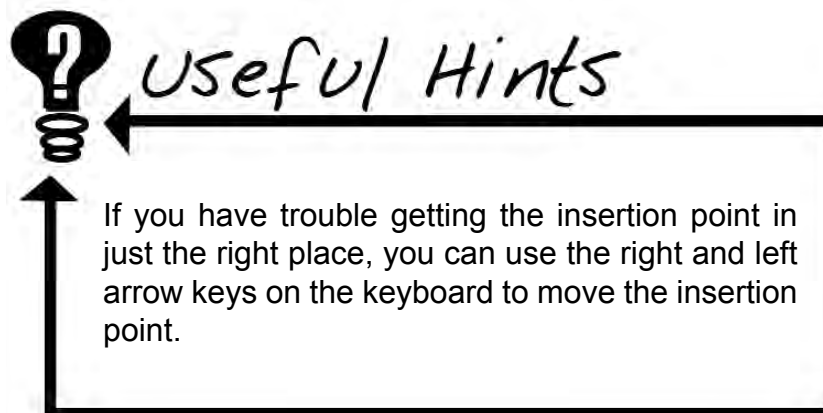
Now you need to edit the document. We are going to edit the document line by line.

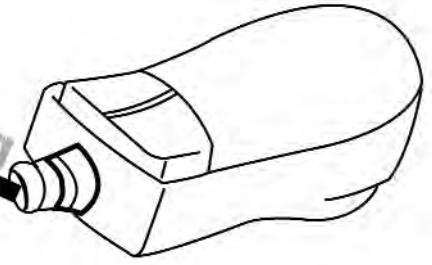
#### To correct a misspelled word (line 1)

1. Move the pointer to the word **"delerte"** . Notice that the pointer looks like an I-beam.
2. Click on the right mouse button (right-click). You will see a shortcut menu similar to the following.



3. Click on the word **"delete"**. The word **"delerte"** is replaced with the correct word. Notice that the insertion point is now after the word delete.





### To delete a word (line2)

1. Move the pointer before the first **"e"** in the word **"excellent"**. Notice that the pointer looks like an I-beam.
2. Click once, the insertion point is now blinking in front of the letter **"e"**.
3. Press the **Delete** key ten times to delete nine letters and a space.

### A faster way to delete a word (Line 3)

1. Move the pointer to any letter in the word **"good"**.
2. Double-click on the word. The word **"good"** and the space after it are now highlighted.
3. Press the **Delete** key once.

### To replace words (Line 4)

1. Move the pointer to the word **"day"**.
2. Double-click on the word **"day"**.
3. Type: the word **time**. (The word **"day"** is replaced with the word **"time"**.)

### To replace letters (Line 5)

1. Move the pointer before the letter **"i"** in the word **"their"**.
2. Hold the mouse button down and drag the mouse to the right until the letters **"ir"** are highlighted.
3. Release the mouse button.
4. Type the characters **"re"**.



### To insert a character (Line 6)

1. Move the pointer before the letter **"t"** in the word **"inset"**.
2. Click the mouse button once. The insertion point is now in front of the letter **"t"**.
3. Type the character: **r**. The word **"insert"** is now spelled correctly.

### To insert a word (Line 7)

1. Move the pointer before the word **"a"**.
2. Click the mouse button once. The insertion point is now in front of the word **"a"**.
3. Type the word: **insert**.
4. Press the space bar.

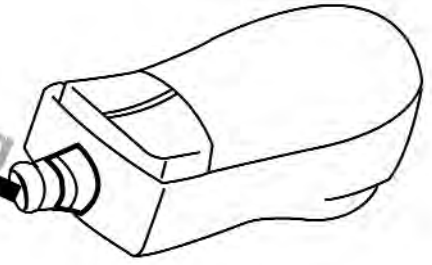
### To insert a phrase (Line 8)

1. Move the pointer before the letter **"h"** in the word **"how"**.
2. Click the mouse button once. The insertion point is now in front of the letter **"h"**.
3. Type the phrase: **This is an example of**
4. Press the space bar.

### To delete extra spaces (line 9)

1. Move the pointer anywhere on the green wavy line.
2. Click the right mouse button (right-click). You will see the following shortcut menu.
3. Click on **the extra**.



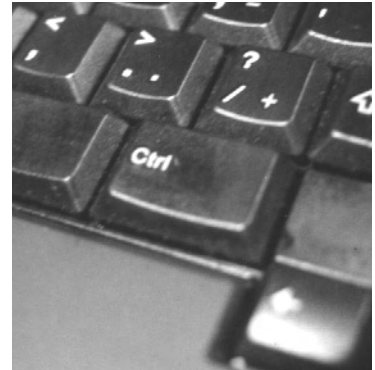


### To delete a phrase (Line 10)

1. Move the pointer before the letter **"w"** in the word **"when"**.
2. Hold the mouse button down and drag the mouse to the right until you have highlighted all the remaining text in the sentence.
3. Release the mouse button.
4. Press the **Delete** key.
5. Type a period **"."** if you deleted it.

### To delete a sentence (Line 11)

1. Move the pointer to any letter in the sentence.
2. Press and hold the **Ctrl** (control) key.
3. Click once. The entire sentence is highlighted.
4. Press the **Delete** key.



**Ctrl key**

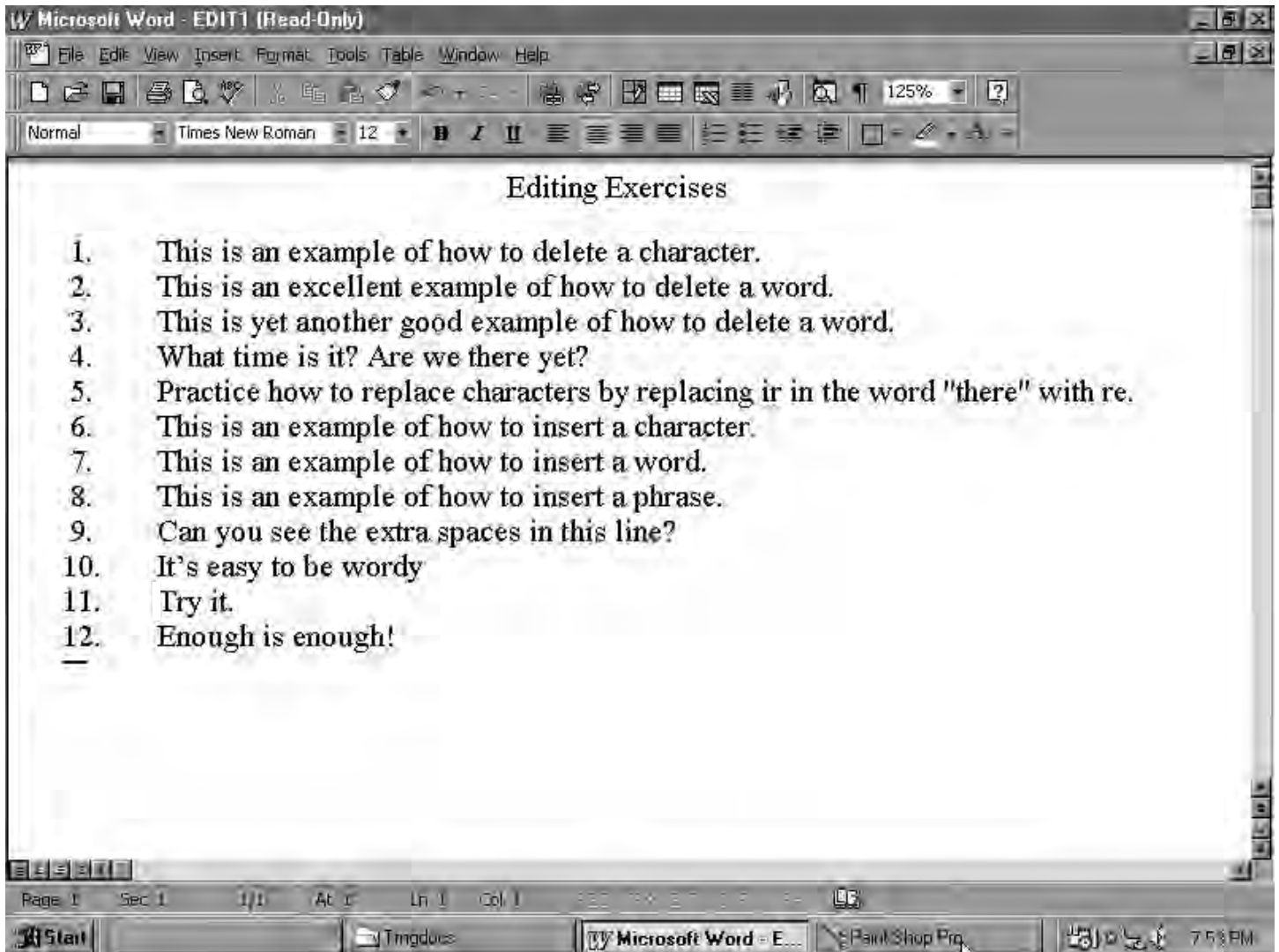
### To delete text (Line 12)

1. Move the pointer before the letter **"T"** in the word **"This"**.
2. Hold the mouse button down and drag the mouse to the right until you have highlighted the first two sentences. Include the last period and the space.
3. Release the mouse button.
4. Press the **Delete** key.



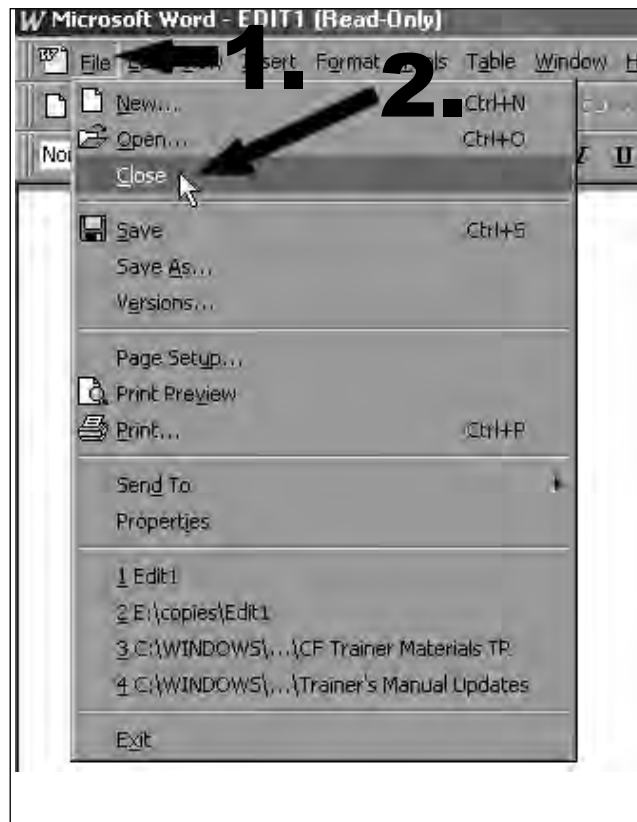
## Ending the Task

**Check your work:** Your document should now look like this:



### To close Edit1 document:

Now you need to close the **Edit1** document and open a new document. This will give you more practice in editing.



### To close the Edit1 document

1. Click on **File** on the menu bar.
2. Click on **Close**.

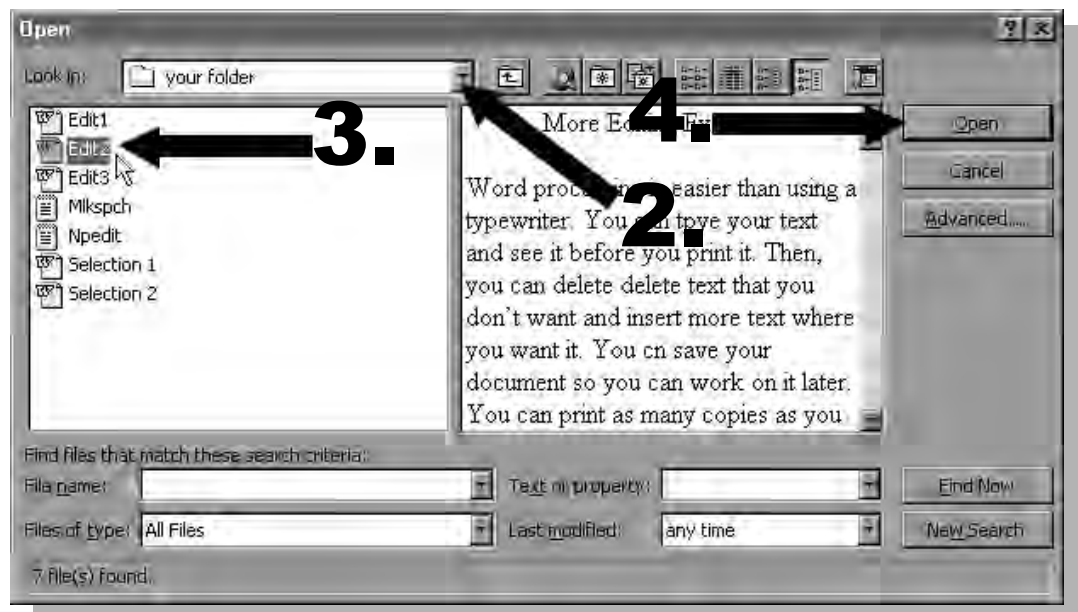
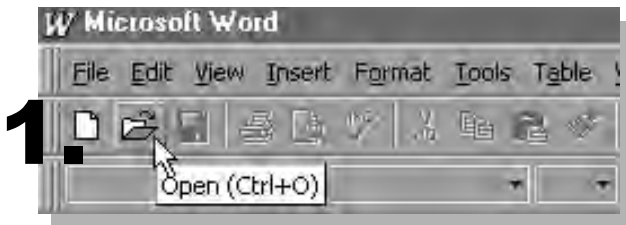


3. You will be asked if you want to save the changes. Click on **No**.

## Editing the Edit2 Document

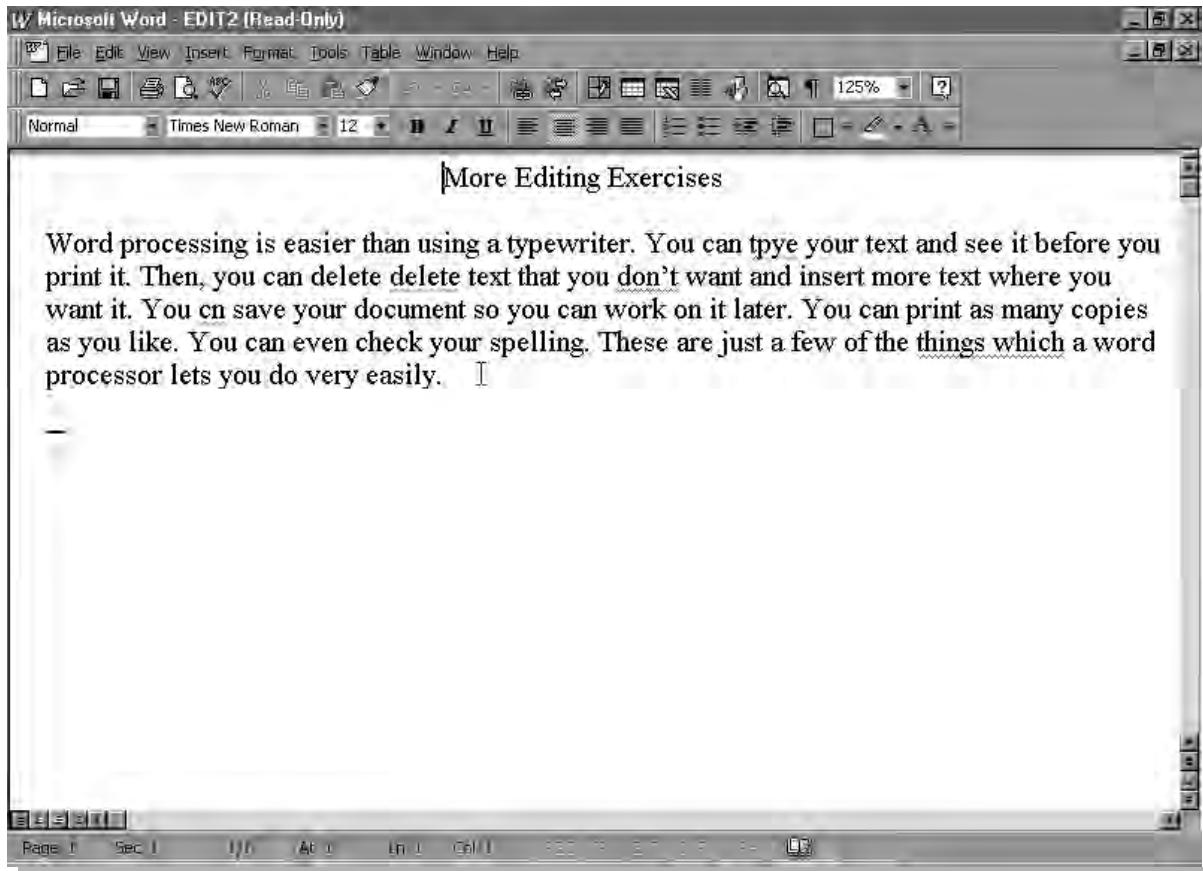
### To open the Edit2 document:

1. Click on the **Open** button on the Standard toolbar. You will see the Open dialog box.
2. Put your folder name in the **Look in:** box. If your folder name does not appear in the box, click the down arrow in the **Look in:** box. Click on the **(C:) drive** on the drop-down list. Double-click on your folder in the **(C:) drive** window.
3. Click on the **Edit2** document.
4. Click on **Open**.





You should see the following document.



### Editing the Edit2 document

#### To view your Spelling and Grammar errors:

1. Move the cursor to the end of the document
2. Press **Enter** on the keyboard. Word will now begin to go through the document and check for spelling and grammatical errors



## General Rules for Spelling and Grammar

Click on the right mouse button on the underlined word or words. You will see a shortcut menu.

Usually the shortcut menu includes a list of suggestions. Sometimes there are no suggestions.

For spelling errors, you can choose one of the following actions.

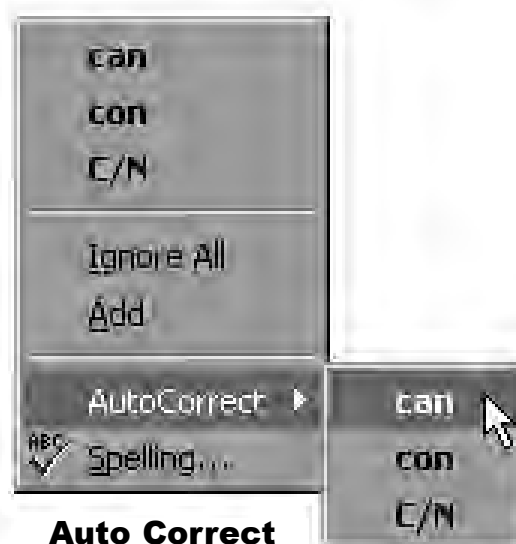
- Click on **Add** to add the underlined word to the dictionary. Now this word will not be marked as a spelling error in any document you may create on this computer.



**Add menu**

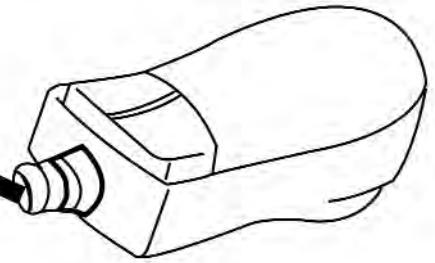


**Ignore menu**



**Auto Correct**

- Click on **Ignore All** to remove the underline. This removes the line under this word and all other words like this in the document. The word will be marked as a spelling error in other documents you create on this computer.
- Click on **AutoCorrect** to replace the word and add the misspelled word to the **AutoCorrect** list. The next time you enter the word incorrectly, the incorrect word will automatically be replaced with the correct word.



For grammar errors, you can choose one of the following actions.

1. Click on **Ignore** to remove the underline and not make any changes.
2. Click on **Grammar** to open a dialog box where you can choose to ignore the rule. This will remove the underline from similar errors.



### Correct the spelling and grammar errors:

1. Replace "**tpye**" with "**type**" in the second sentence.
2. Delete one of the words "**delete**" in the third sentence.
3. Choose **Ignore sentence** to the word "**don't**" in the third sentence.
4. Replace "**cn**" with "**can**" in the fourth sentence.
5. Replace "**which**" with "**that**" in the last sentence.

### Make the following editing changes:

**Step 1 :** Insert the phrase "**so much**" before the word "**easier**" in the first sentence.

1. Move the pointer before the first "**e**" in the word "**easier**".



2. Click the mouse button once. The insertion point is now in front of the letter **"e"**.
3. Type: **so much**
4. Press the space bar.

**Step 2 :** Insert the phrase **"decide to"** before the word **"print"** in the second sentence.

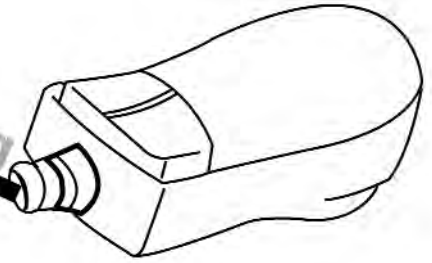
1. Move the pointer before the letter **"p"** in the word **"print"**.
2. Click the mouse button once. The insertion point is now in front of the letter **"p"**.
3. Type: **decide to**
4. Press the space bar.

**Step 3 :** Delete the word **"more"** in the third sentence.

1. Move the pointer to the word **"more"**.
2. Double-click on it.
3. Press the **Delete** key.

**Step 4 :** Replace the word **"later"** with the phrase **"on another day"** in the fourth sentence.

1. Move the pointer in front of the word **"later"**.
2. Double-click on the word.
3. Type: **on another day**. The word **"later"** is replaced with the phrase **"on another day"**.

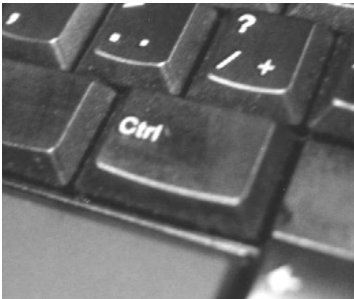


**Step 5 :** Insert the phrase **"as often as you like"** at the end of the fifth sentence.

1. Move the pointer in front of the period **"."** at the end of the fifth sentence.
2. Click the mouse button once.
3. Type: the phrase **"as often as you like"**.

**Step 6 :** Delete the sixth sentence.

1. Move the pointer to any letter in the sixth sentence.
2. Press and hold the **Ctrl** key.



**Ctrl key**

3. Click once. The entire sentence is highlighted.
4. Press the **Delete** key.

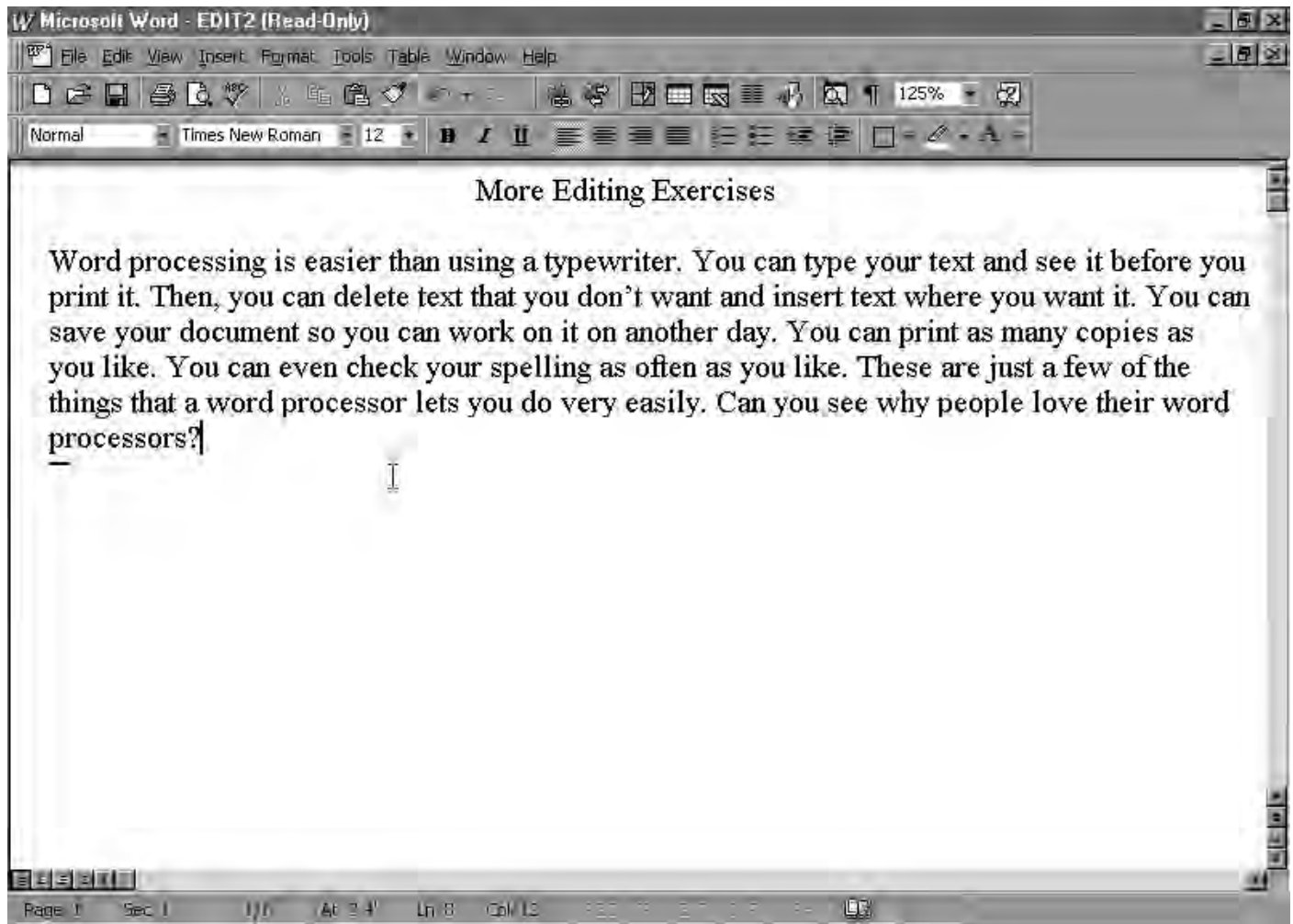
**Step 7 :** Add the following sentence at the end of the document. **"Can you see why people love their word processors?"**.

1. Move the pointer to the space following the period **"."** at the end of the last sentence.
2. Click the mouse button once. The insertion point is now after the period.
3. Type: **Can you see why people love their word processors?**



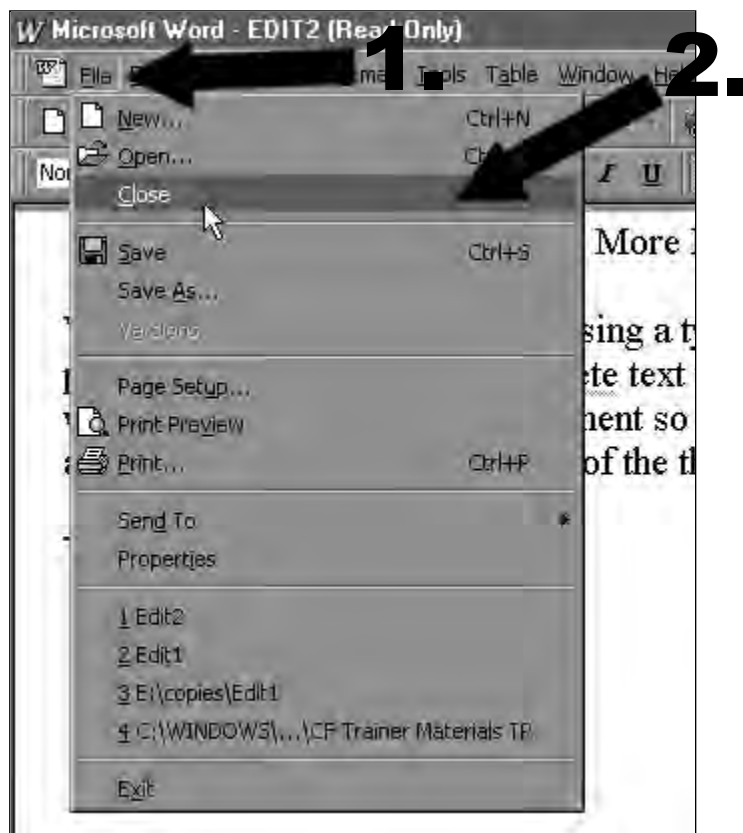
## Finishing the Task

Proof your work. Your document should look like this:



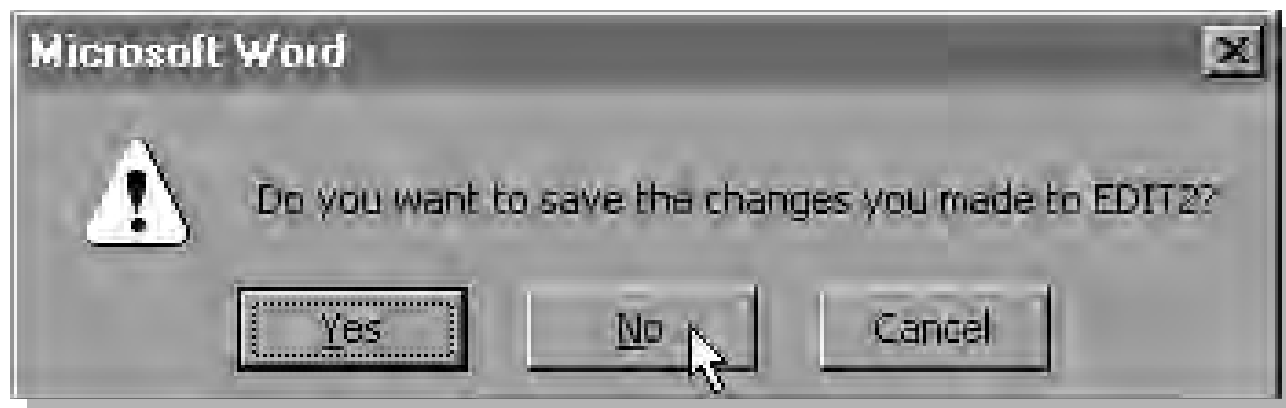
## To Close the Edit2 Document

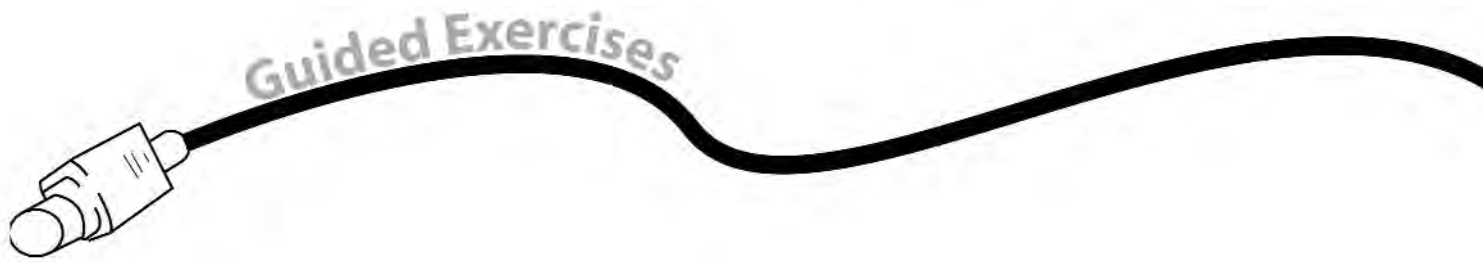
1. Click on **File** on the menu bar.



2. Click on **Close**.

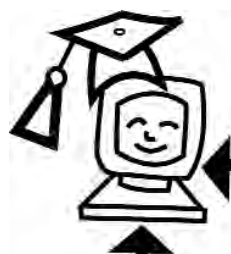
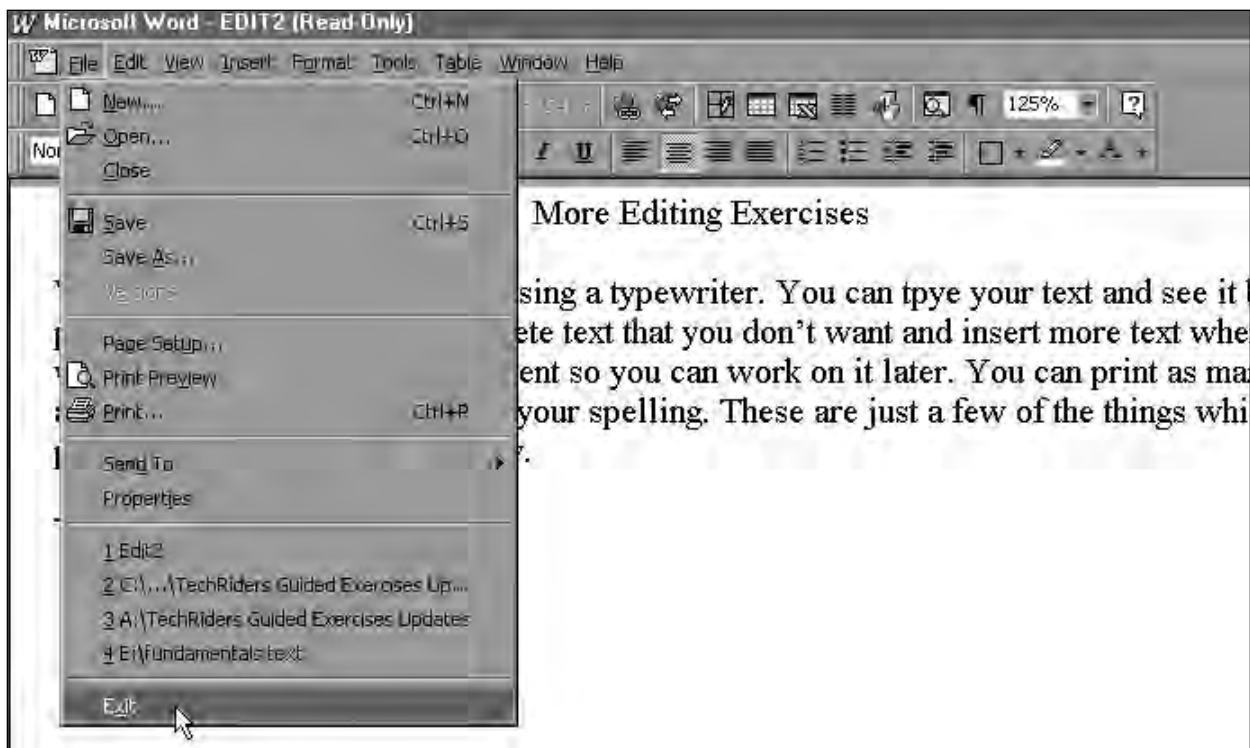
3. You will be asked if you want to save the changes. Click on **No**.





## To Close Microsoft Word

1. Click on **File** on the menu bar.
2. Click on **Exit** on the pull-down menu.



## Congratulations

Now you know how to:

1. Use spelling and grammar checking tools
2. Insert text
3. Replace text
4. Delete text
5. Save changes to a document
6. Close Microsoft Word



## EXERCISE 3: MORE EDITING

In this exercise you will create a new document and save it to your folder. You will use numbered lists and bulleted lists.

You will also edit two documents using the drag and drop technique to move text within a document.

### Starting a new document

If Microsoft Word is not started, start Microsoft Word. You will see a blank document named **Document1**.



If Microsoft Word is already started, click on the **New** button on the Standard toolbar to open a blank document. The name of the document is **Document** followed by a number.

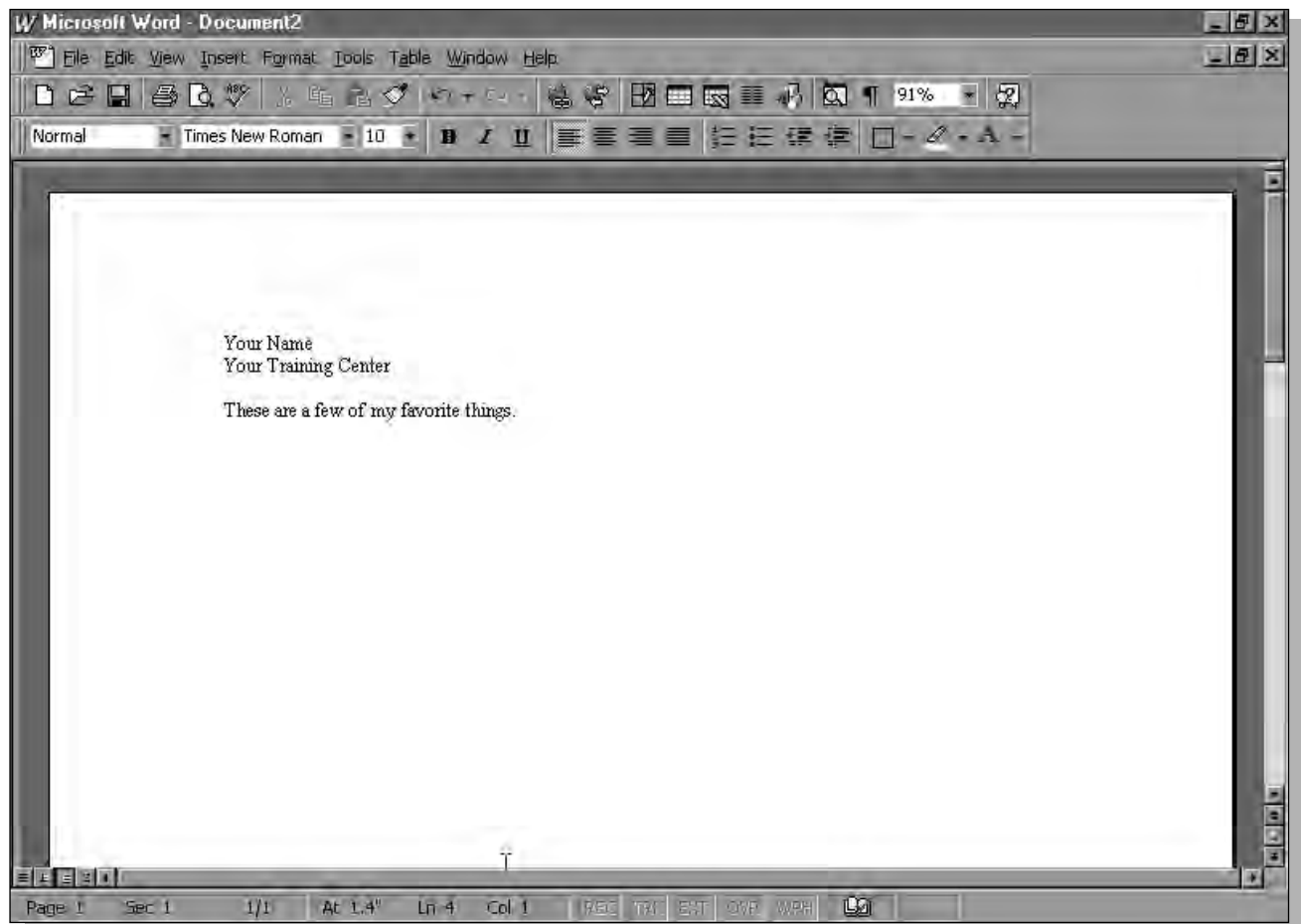
The document name is a temporary name. You will choose a new name when you save the file.

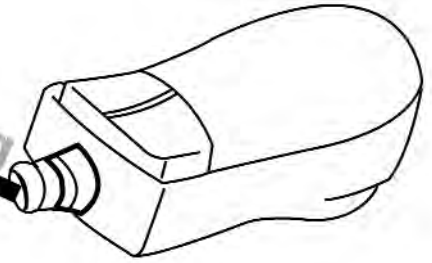




**To enter text in the document:**

1. Type your name.
2. Press the **Enter** key.
3. Type the name of the training center.
4. Press the **Enter** key twice.
5. Type the following sentence: **These are a few of my favorite things.**
6. Press the **Enter** key.





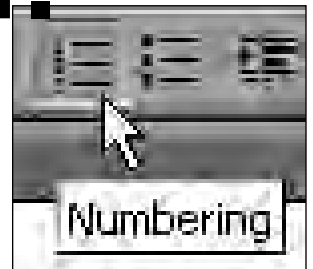
## Entering numbered lists

Now you want to enter a list of the things you like. You will number the list.

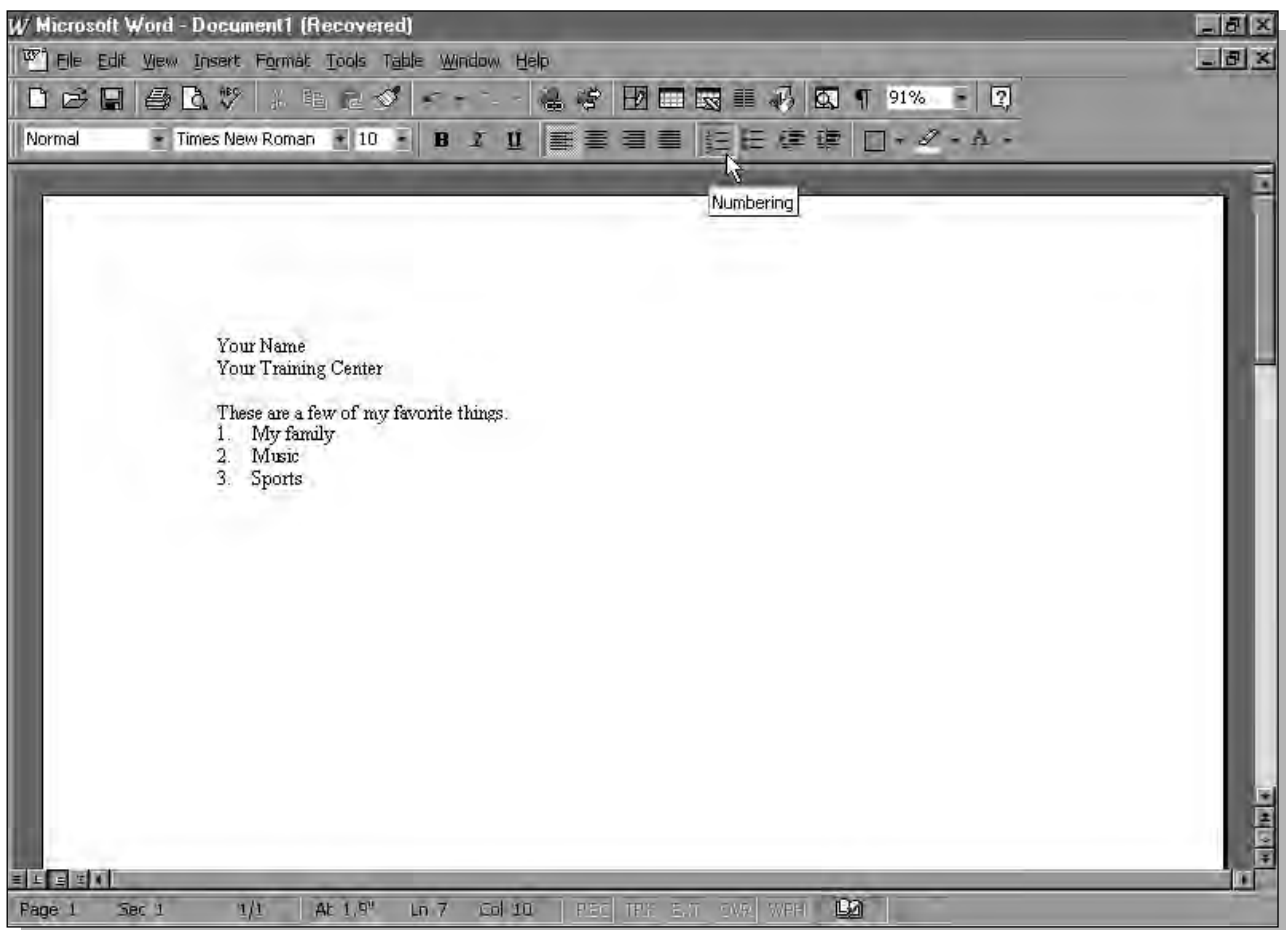
1.

To create a numbered list:

1. Click on the **Numbering** button on the Formatting toolbar to start numbering.
2. Type three things you like. Press the Enter key after each thing you like.
3. Click on the Numbering button on the Formatting toolbar to stop numbering.



Your document should be similar to this:



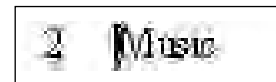


## Adding to the list

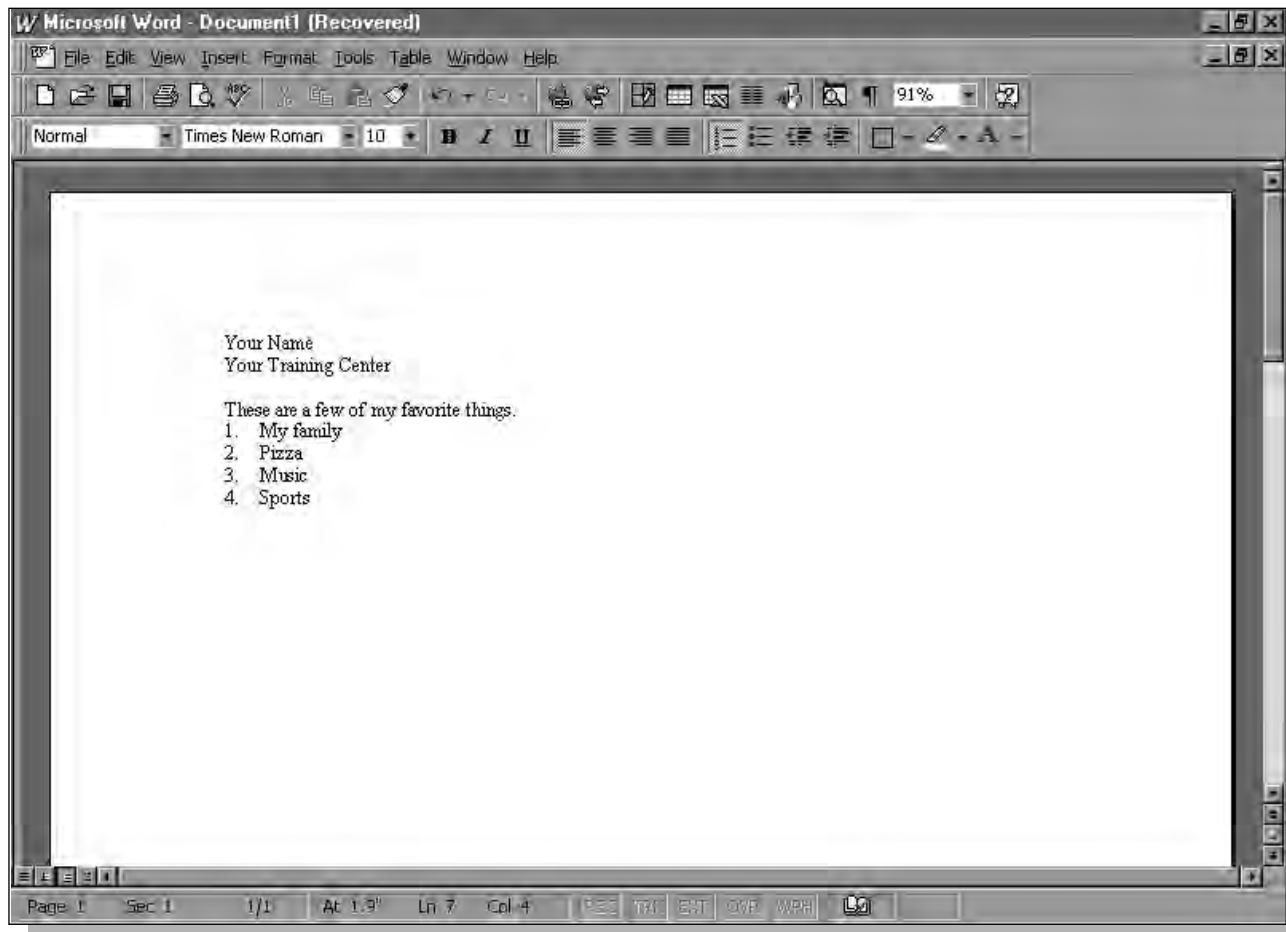
Please add one more thing that you like to your list.

### To insert the new item:

1. Position the insertion point at the beginning of the second item.
2. Type the new item.
3. Press the Enter key. Notice that the numbers in the list automatically change.



Your document should look similar to this:

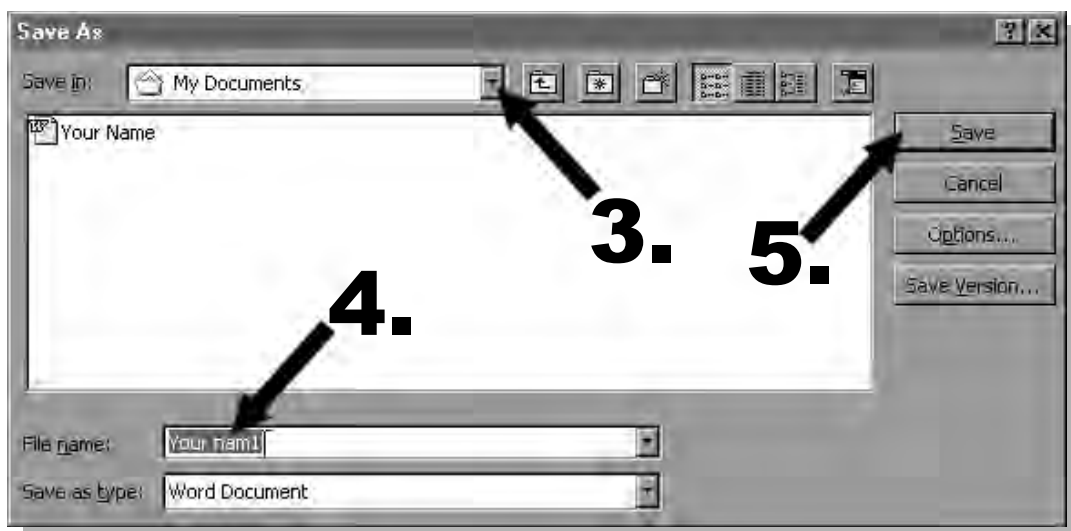
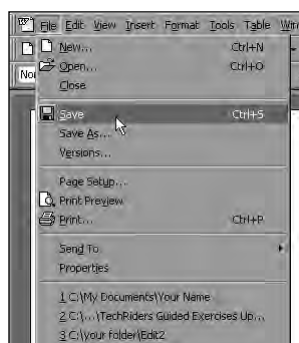


## Saving Your Document

Now you want to save your new document. Saving will place a permanent copy of your document on the hard drive.

### To save your document to your folder:

1. Click on **File** on the menu bar.
2. Click on **Save** on the pull-down menu. You will see the Save As dialog box. Notice that Word suggests a file name that is the first few words of the first sentence in the document.



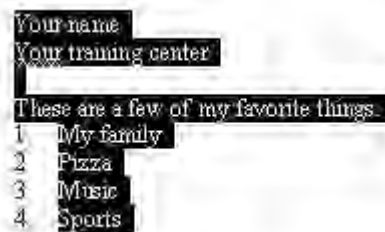
3. Put your folder in the **Save in:** box. If your folder name does not already appear in the box click the down arrow in the **Save in:** box click on the **(C:) drive** on the drop-down list. Double-Click on your folder in the **(C:) drive** window.
4. Type a file name of your choice in the **File name:** box. You may use the letters A-Z, the numbers 0-9, and the special characters; at sign (@) and hyphen (-), underscore (\_) and tilde (~).
5. Click on **Save**. A copy of the document is now in your folder.

## Changing the List

A numbered list ranks the items in the list. If you like all the items equally, you may not want to number the list. Instead, you can use bullets to list the items.

### To change the list you created:

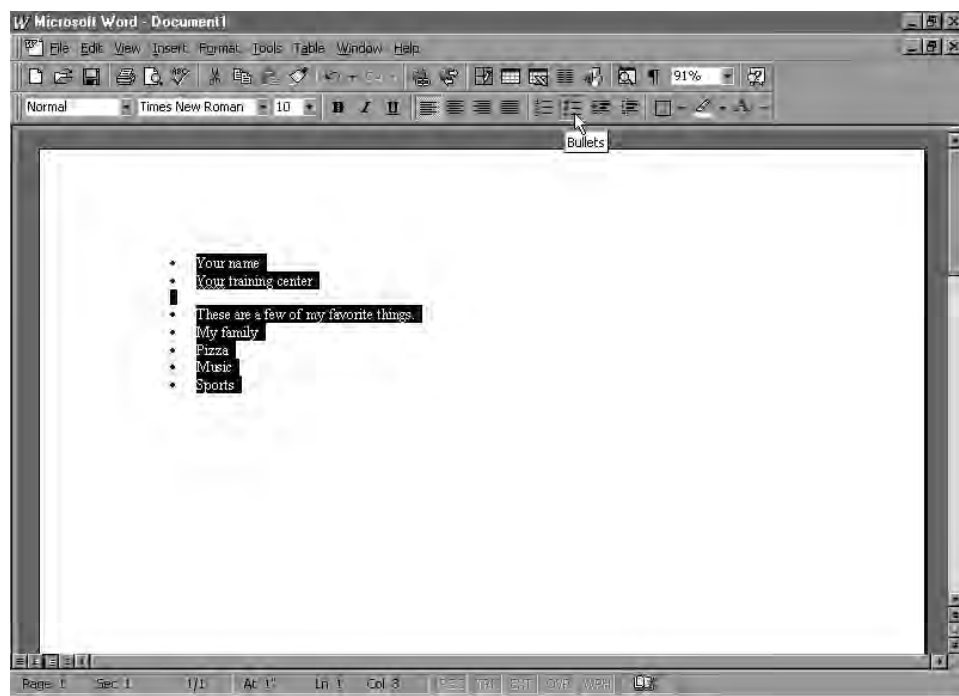
1. Highlight all the items in your list. The numbers will not be highlighted-only the text. A quick way to highlight several lines is to move the mouse pointer to the left of the first line you want to highlight. Press down on the mouse button when the pointer is a right facing arrow. Drag the mouse down to highlight the lines. Release the mouse button at the end of the last line you have selected.

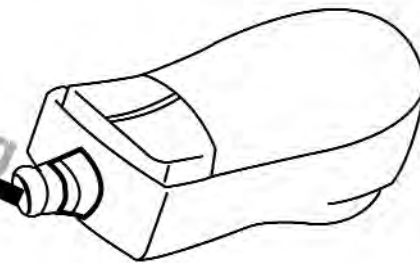


2. Click on the **Bullets** button on the Formatting toolbar.



3. Click outside the highlighted area to remove the highlight.








If there is an extra bullet on the last line in your document, follow these steps to remove it.

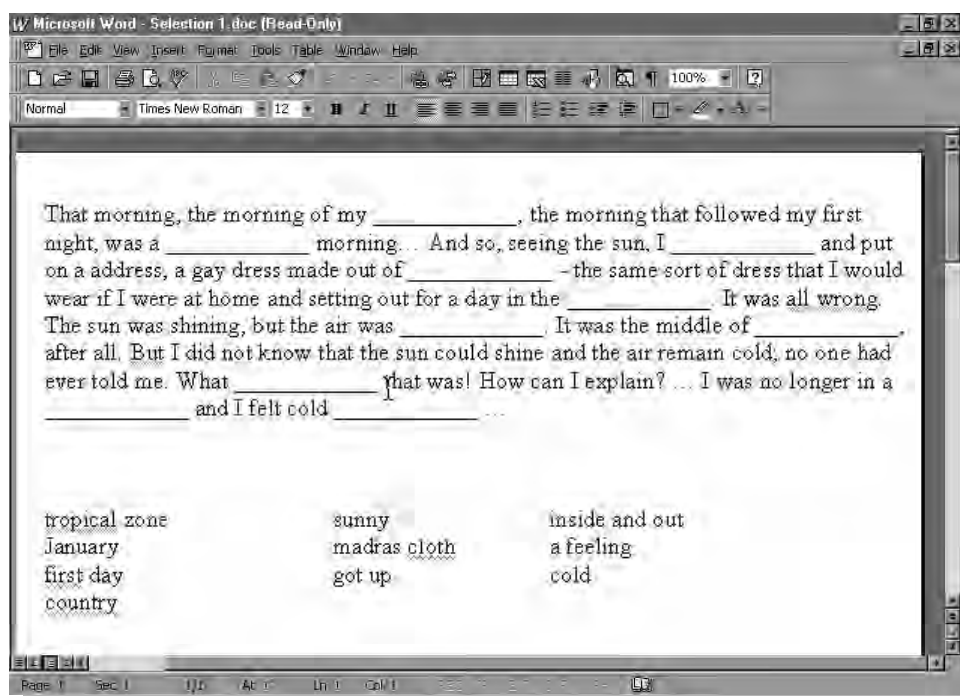
### To stop a bulleted list:

1. Move the insertion point to the last line in your document.
2. Click on the **Bullets** button on the Formatting toolbar.
3. Close the file and save the changes in your folder.

## Moving Text

Now you will complete two fill-in-the-blanks selections. You will replace each underlined area with one of the words below the paragraph. Each word only appears once in the story. You will use the mouse to move the words into place.

1. Go to **File** on the menu bar and select **Open** on the pull down menu. 
2. Select **(C:) drive** in the **Look in box:**  and open your folder.
3. Open the file named **Selection 1**.  You should see the following document:



## Using Drag and Drop

The following steps below show how to replace the underlined area with a word or phrase from the list below the paragraph.

### To move text:

1. Highlight the words **"first day"** in the list below the paragraph. The mouse should be on the highlighted words.

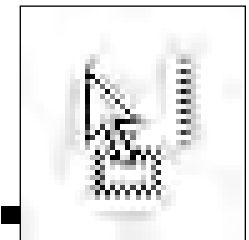
1.



2. Press and hold down the mouse pointer button.

3. While holding the mouse button down, drag the selected words to just before the underlined area in the first sentence. You will see a vertical line showing you where the text will go when you release the mouse button.

3.



4. Release the mouse button. The word is inserted before the underlined area.

### Step 4

That morning, the morning of my first day \_\_\_\_\_, the morning that followed my

5. Double-click on the underlined area. The area is highlighted.

6. Press the **Delete** key.

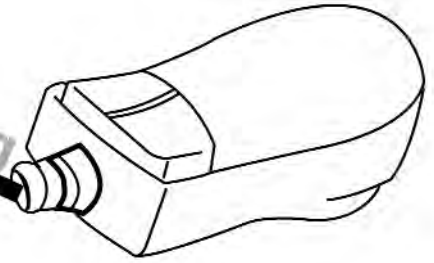


## Def-i-ni-tion

**Drag and drop:** The action of pointing to an object on the screen, pressing and holding the mouse button down, moving the mouse and then releasing the mouse button when the mouse pointer is in a different location. The object is moved or copied from one place to another.

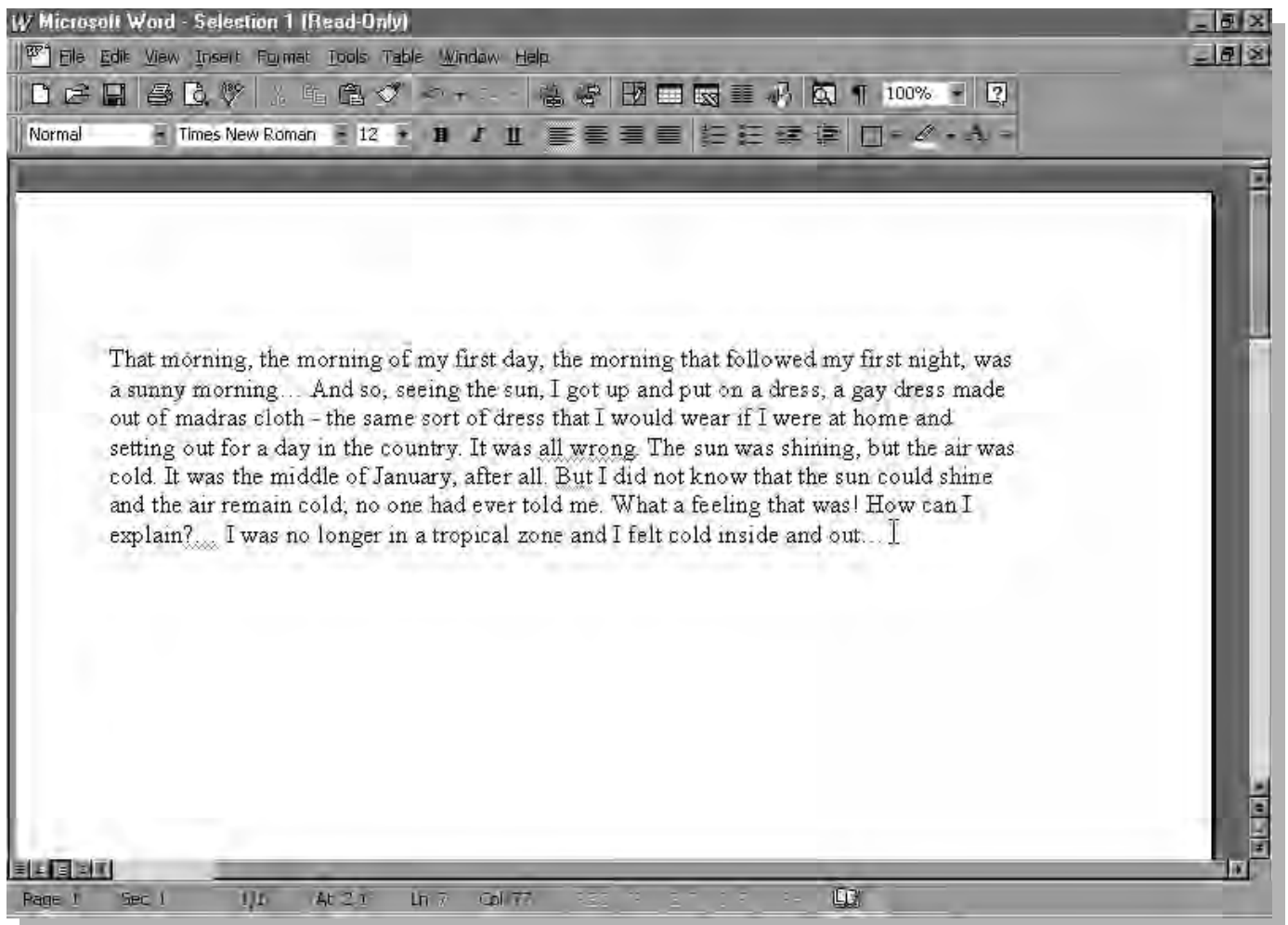


## Module : 2 Word Processing



7. Complete the selection by replacing each underlined area with a word or phrase from the list below the paragraph.

This is how your text should look:



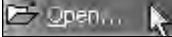


8. Save the file in your folder.

9. Close the file.

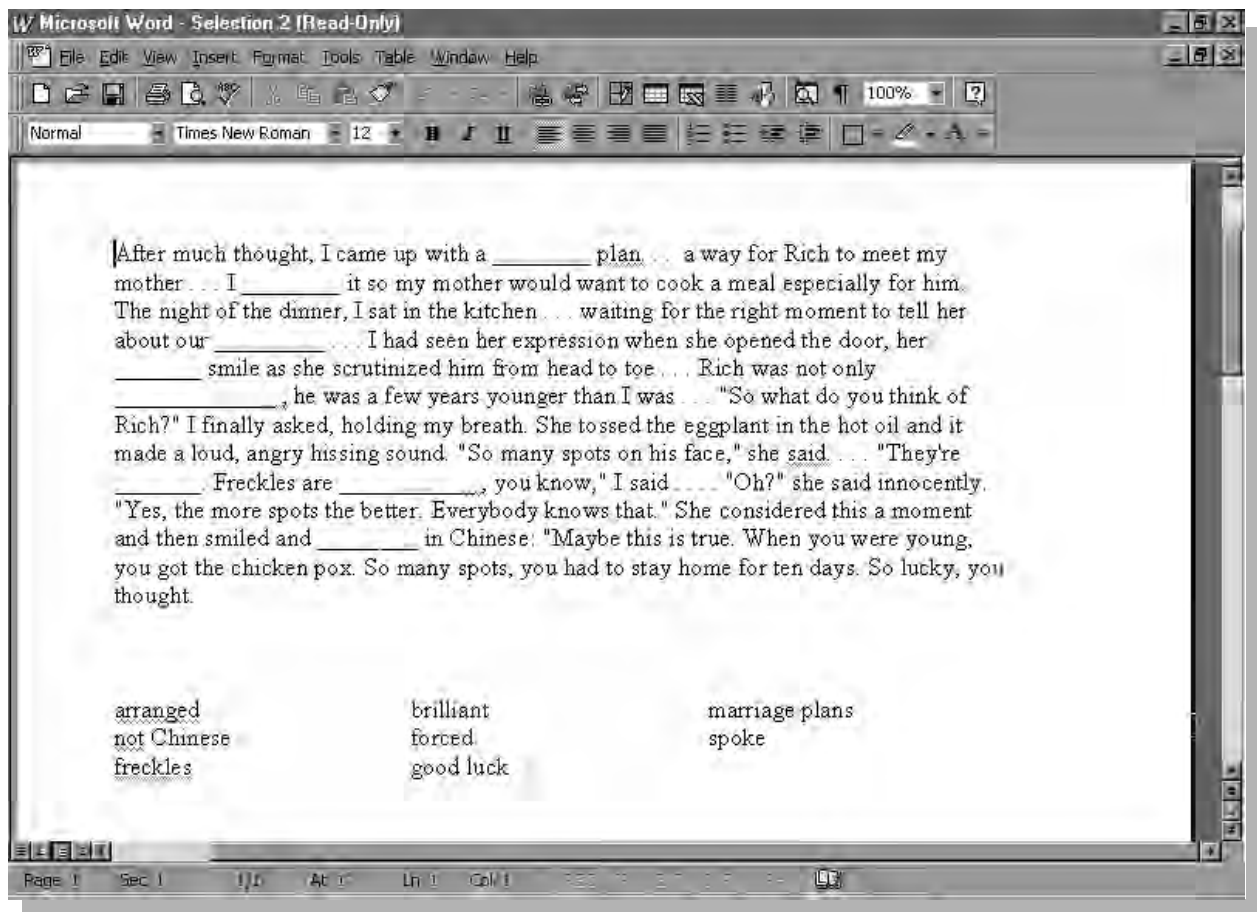


## Completing Another Example

Now you are going to complete another selection.

1. Go to **File** on the menu bar and select **Open** on the pull-down menu. 
2. Select **C: drive**  in the **Look in box:** and open your folder.
3. Open the file named **Selection 2.** 

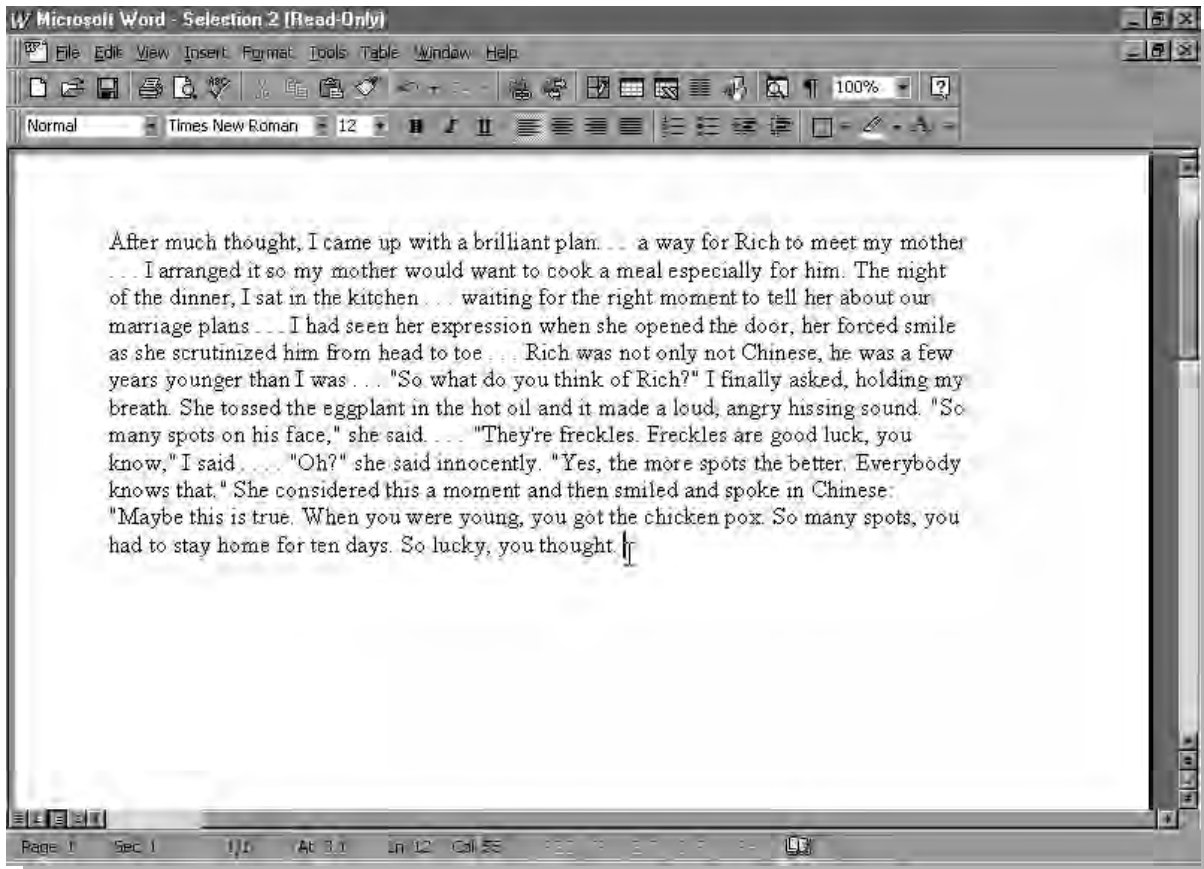
You should see the following document:



1. Complete the section by replacing each underlined area with a word or phrase from the list below the paragraph.

## Module : 2 Word Processing

When finished this is how your text should look:



2. Save the file to your folder.
3. Close the file.
4. Close Microsoft Word.



### Congratulations

Now you know how to:

1. Use numbered lists
2. Use bulleted lists
3. Move text within a document
4. Save a new document

## FLYERS

### EXERCISE 4: FORMATTING TEXT

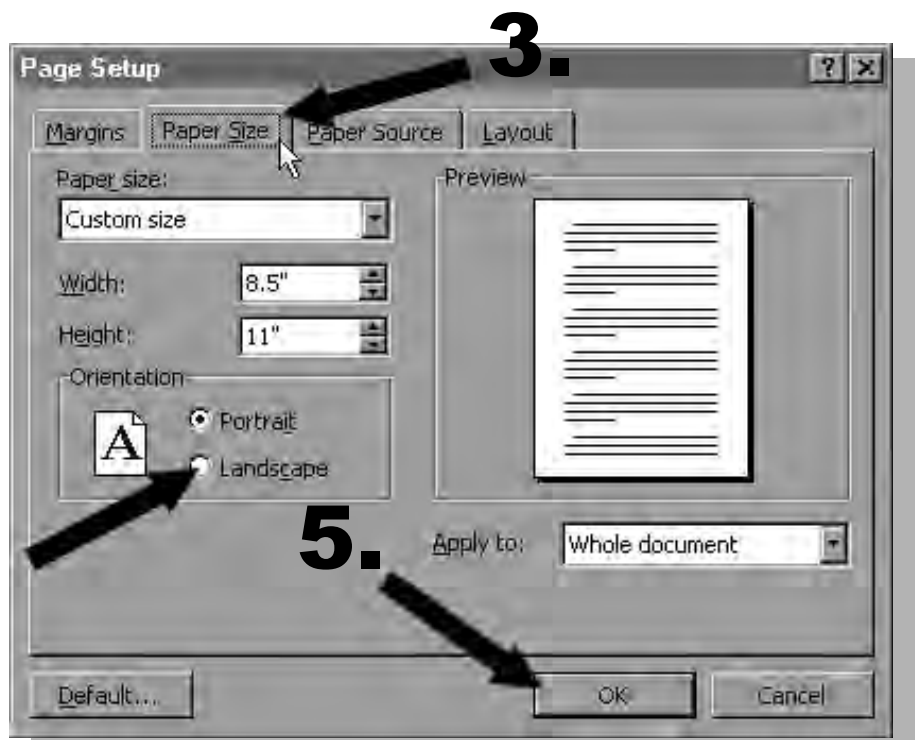
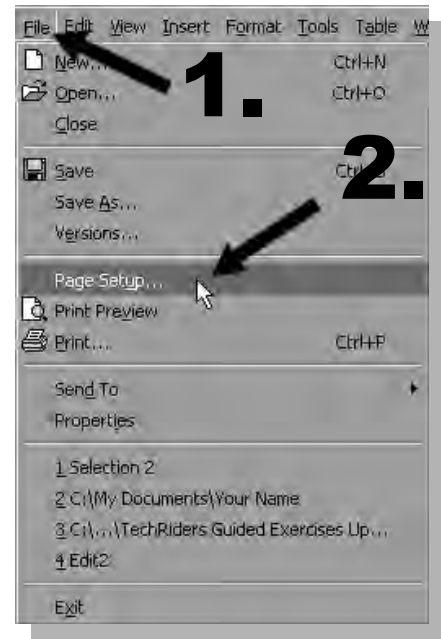
In this exercise you are going to create the flyer shown on page 47. First you will create the text. Then you will add the formatting.

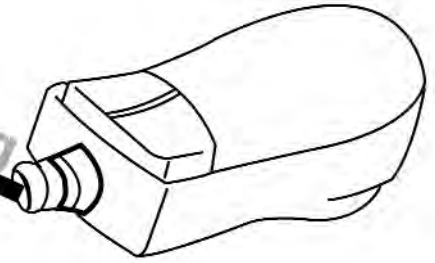
#### Getting Started

Start Microsoft Word. You will see a blank document.

**To change the page orientation from portrait to landscape:**

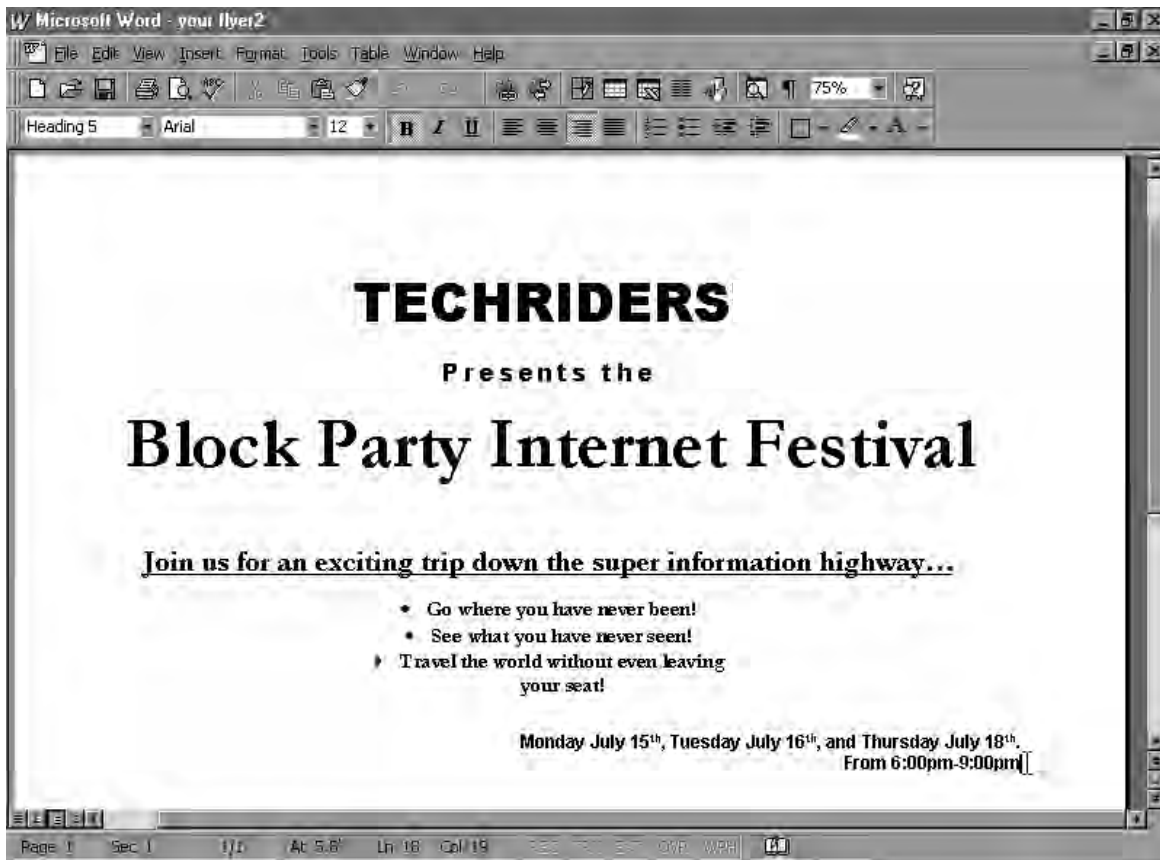
1. Click on **File** on the menu bar.
2. Click on **Page Setup** on the pull-down menu.
3. Click on the **Paper Size** tab. You will see the following dialog box:
4. Click on **Landscape** in the **Orientation** area.
5. Click on **OK**.





## The Flyer

This is what your flyer will look like after completion.



### To open the Flyer document:

1. Click on the **Open** button on the Standard toolbar. You will see the Open dialog box.
2. Put your folder name in the **Look in:** box. If your folder name does not appear in the box, click the down arrow in the **Look in:** box. Click on the **(C:) drive** on the drop-down list. Double-click on your folder in the **(C:) drive** window.
3. Click on the **Techriders** document.
4. Click on **Open**.

## Formatting the Text

### To change line 1:

1. Highlight the line.
2. Click on the down arrow in the Font box on the Formatting toolbar.



3. Select the font **Arial Black**. You may need to scroll the list to find this font.
4. Click on the down arrow in the **Font Size** on the Formatting toolbar.



5. Select the font size **36** point. You may need to scroll the list to find this number.
6. Click on the **Center** button on the Formatting toolbar.



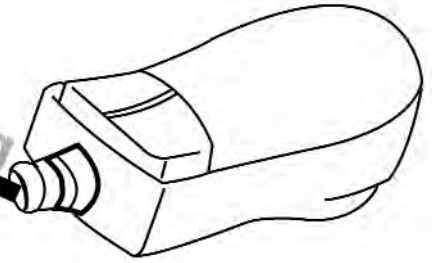
7. Remove the highlight from the first line by clicking in open space.



## Useful Hints

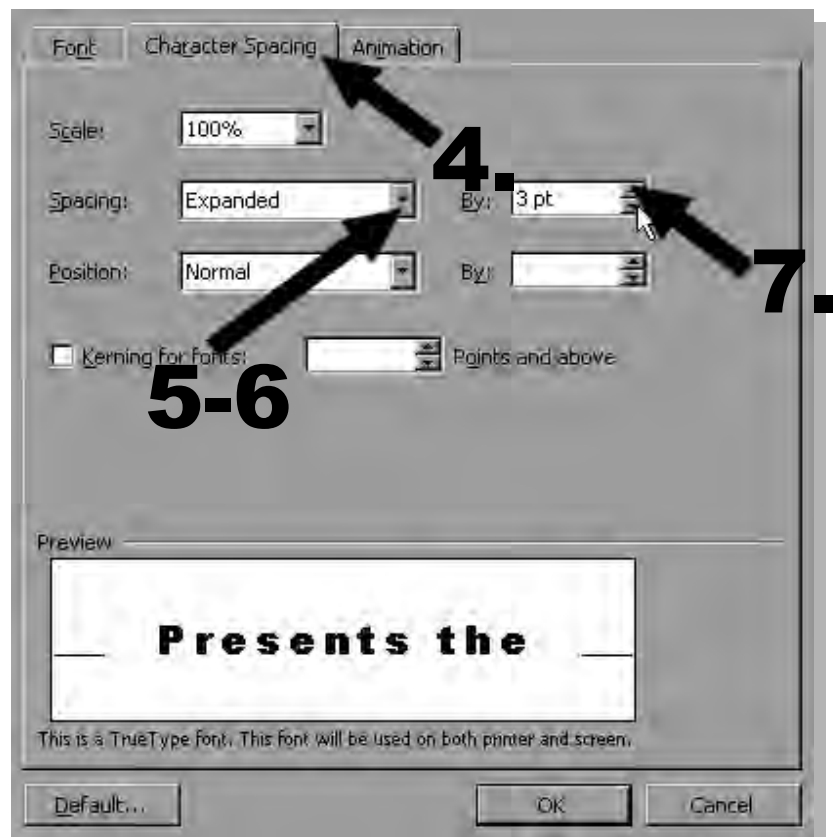
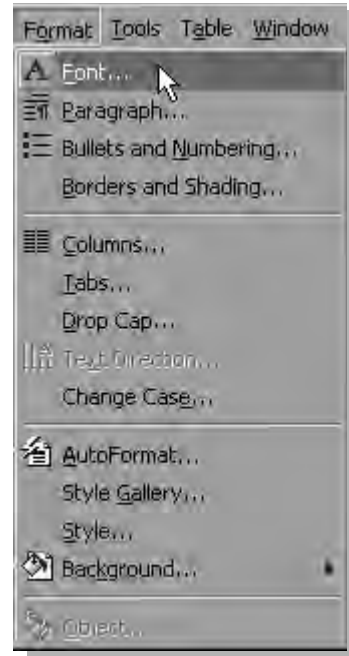
A quick way to highlight a line is to move the mouse pointer to the left of the line you want to highlight. Click the mouse button when the pointer looks like a facing arrow.

A quick way to scroll a list is to type the first letter of the item you want to find. The list scrolls to the first item that starts with that letter.



## To change line 2:

1. Change line 2 to the font Arial Black, 16 point, centered.
2. Click on **Format** on the menu bar.
3. Click on **Font** on the pull-down menu.
4. Click on the **Character Spacing** tab.
5. Click on the down arrow in the **Spacing** box.
6. Click on **Expanded**.
7. Click on the up arrow in the **By** box until the box is set to 3 points.
8. Click on **OK**.
9. Click in the open space to remove the highlight.





## Now change line 3

1. Change line 3 to **Garamond**.
2. Use a **48** point size.
3. **Center** the text.

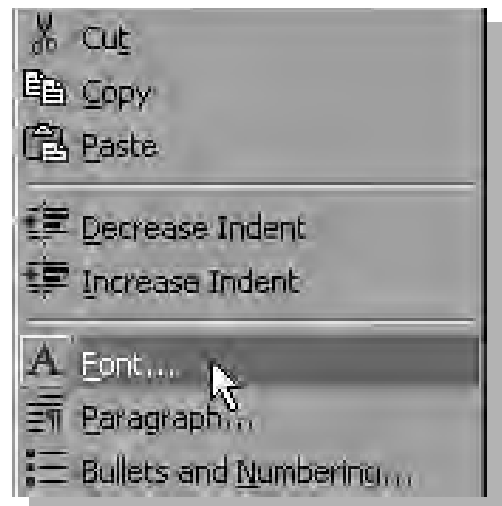
## Using Shortcut Menus

You can format text using a shortcut menu. The shortcut menu appears when you click with the right mouse button.

### Shortcut Menu

**To change line 4 using the short cut menu:**

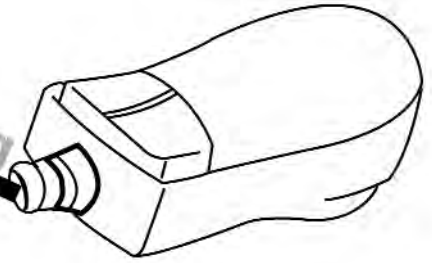
1. Highlight line 4.
2. Move the mouse pointer over the highlighted line.
3. Click on the right mouse button (right-click).
4. Click on **Font** on the shortcut menu.



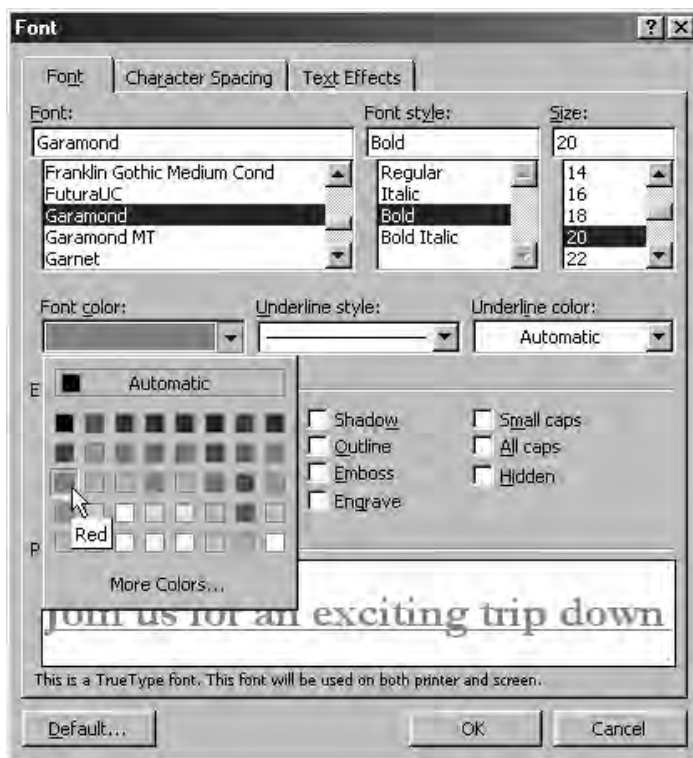
## Def-i-ni-tion

**Shortcut Menu:** Shortcut menus appear when you click the right mouse button on a control or object, and provide a quick way to expose all of the functions that apply to just that object. Since these menus are designed to provide quick access to frequently used tools, odds are that you'll find what you need on a particular shortcut menu.

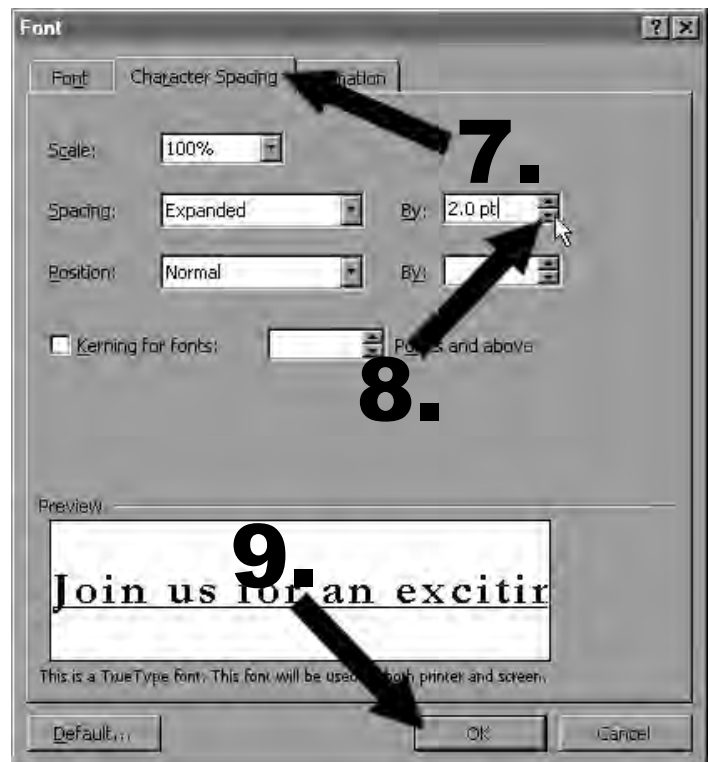




5. Click on the **Font** tab.
6. Change line 4 to Garamond, bold, underlined and make the text red. (Your selections should look like the example on the bottom left).
7. Click on the **Character Spacing** tab.



4-6



8. **Expand** the spacing to 2.0 points.
9. Click on **OK**.
10. Click on the **Center** button on the Formatting toolbar.
11. Click in open space to remove highlight.



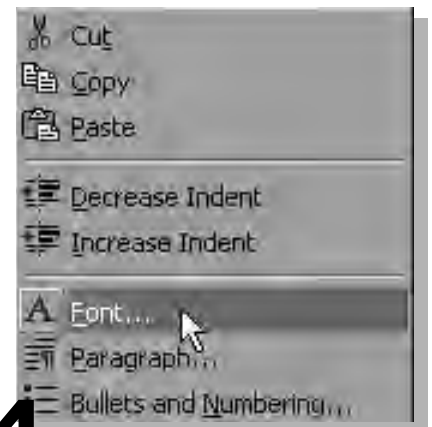
## Guided Exercises

### To change lines 5 to 7:

1. Highlight all three lines.
2. Click on the **Bullets** button on the Formatting toolbar.
3. Click on the **Increase Indents** button on the Formatting toolbar until the list is positioned where you want it.



4. Right-click and select **Font** on the shortcut menu.
5. Change the font to **Garamond**, Bold, 14 points.



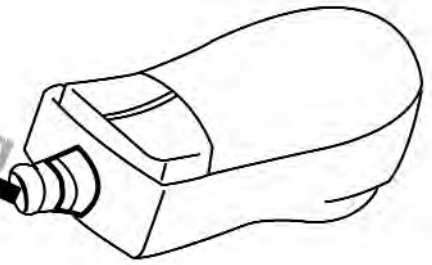
6. Click on **OK**. 

7. Click in open space to remove the highlight.



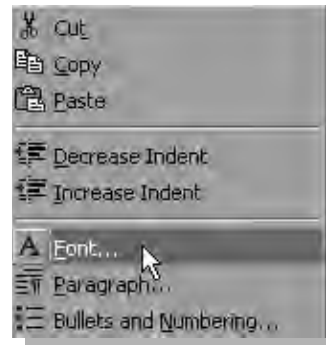
## Useful Hints

A quick way to highlight several lines is to move the mouse pointer to the left of the first line you want to highlight. Press down on the mouse button when the pointer is facing a right arrow. Drag the mouse down to highlight the lines. Release the mouse button when you have highlighted all the lines you want to select.



**To change lines 8 and 9:**

1. Highlight both lines.
2. Right-click on the highlighted area.
3. Click on **Font** on the shortcut menu.
4. Change the font to **Arial**, 12 point, and bold.



**3.**



5. Click on **OK**.
6. Click on the **Align Right** button on the Formatting toolbar.

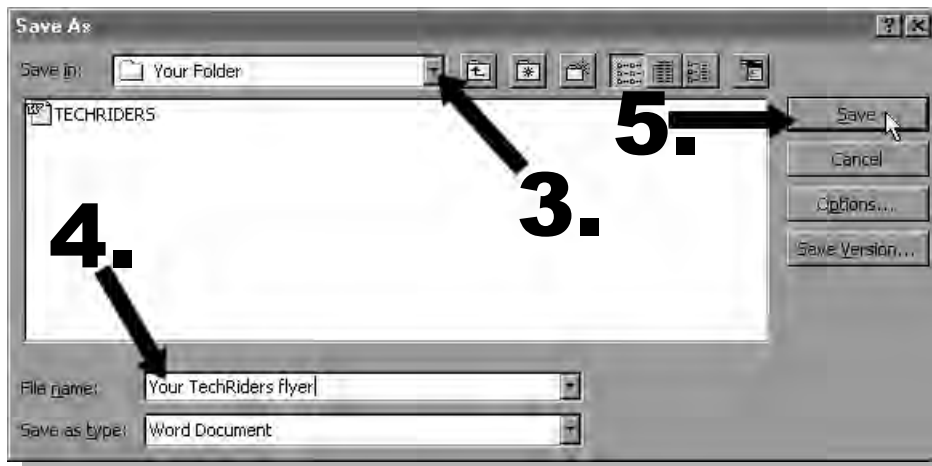
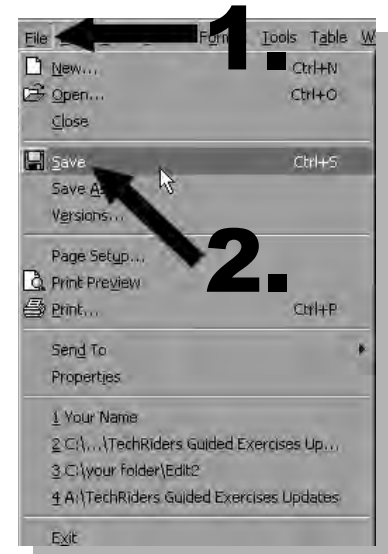


7. Click in open space to remove highlight.

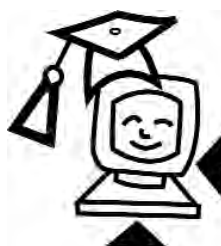
## Saving Your Work

**To save the flyer to your folder:**

1. Click on **File** on the menu bar.
2. Click on **Save** on the pull-down menu.
3. Put your folder name in the **Save in:** box.



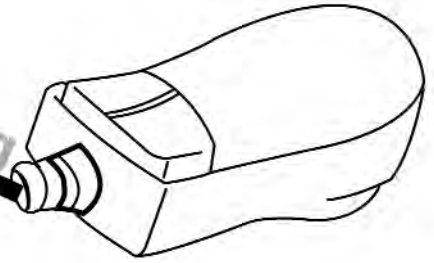
4. Enter a file name of your choice.
5. Click on **Save**. The document is still open and you have a copy of it on the hard drive.



## Congratulations

Now you know how to:

1. Change the page layout
2. Change font attributes
3. Change paragraph alignment
4. Change character spacing



## EXERCISE 5: ADDING CLIP ART

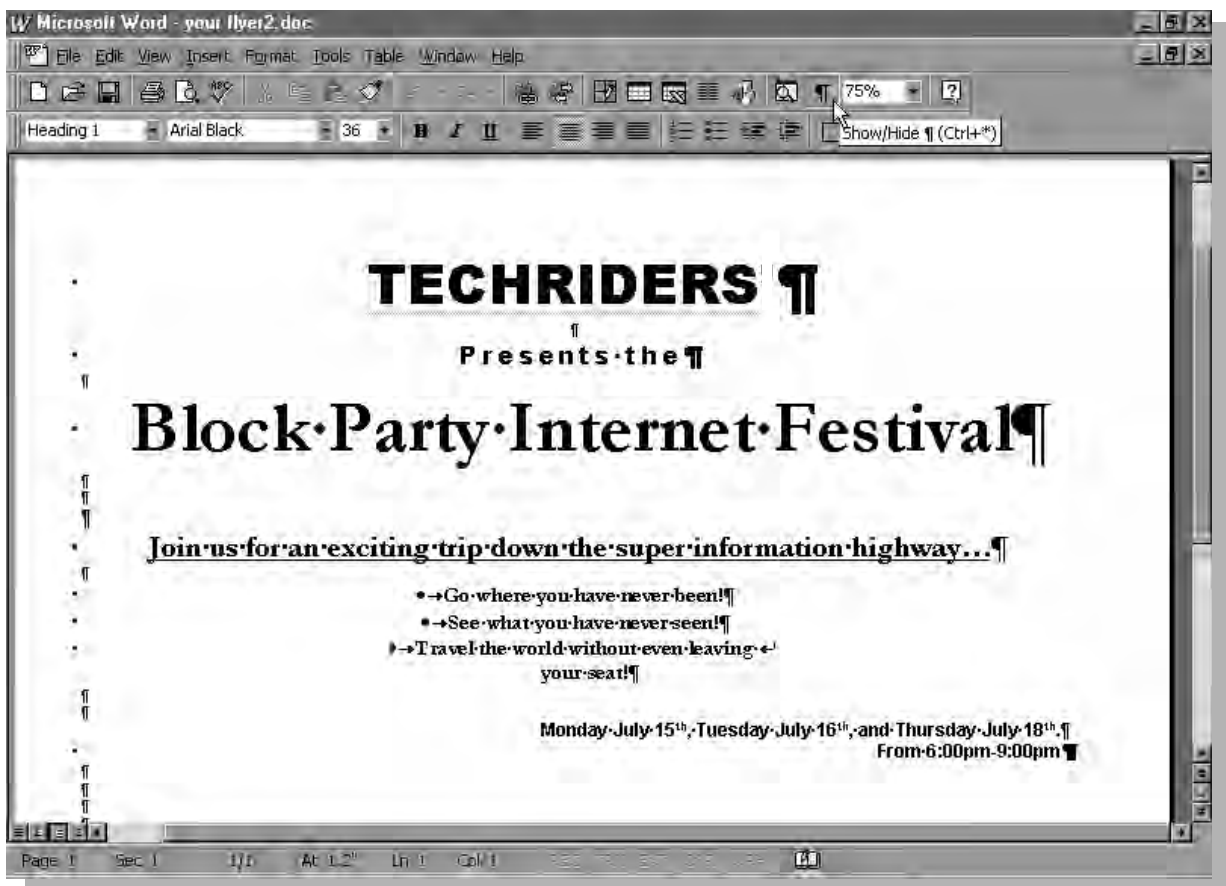
In this exercise you will add Clip Art to the flyer you just created. When you complete this exercise the flyer will look like the one similar on page 63.

### Setting up

It is easier to position the clip art if you can see where the blank lines are located.

### To see non-printing characters

Click on the Show/Hide button on the Standard toolbar.

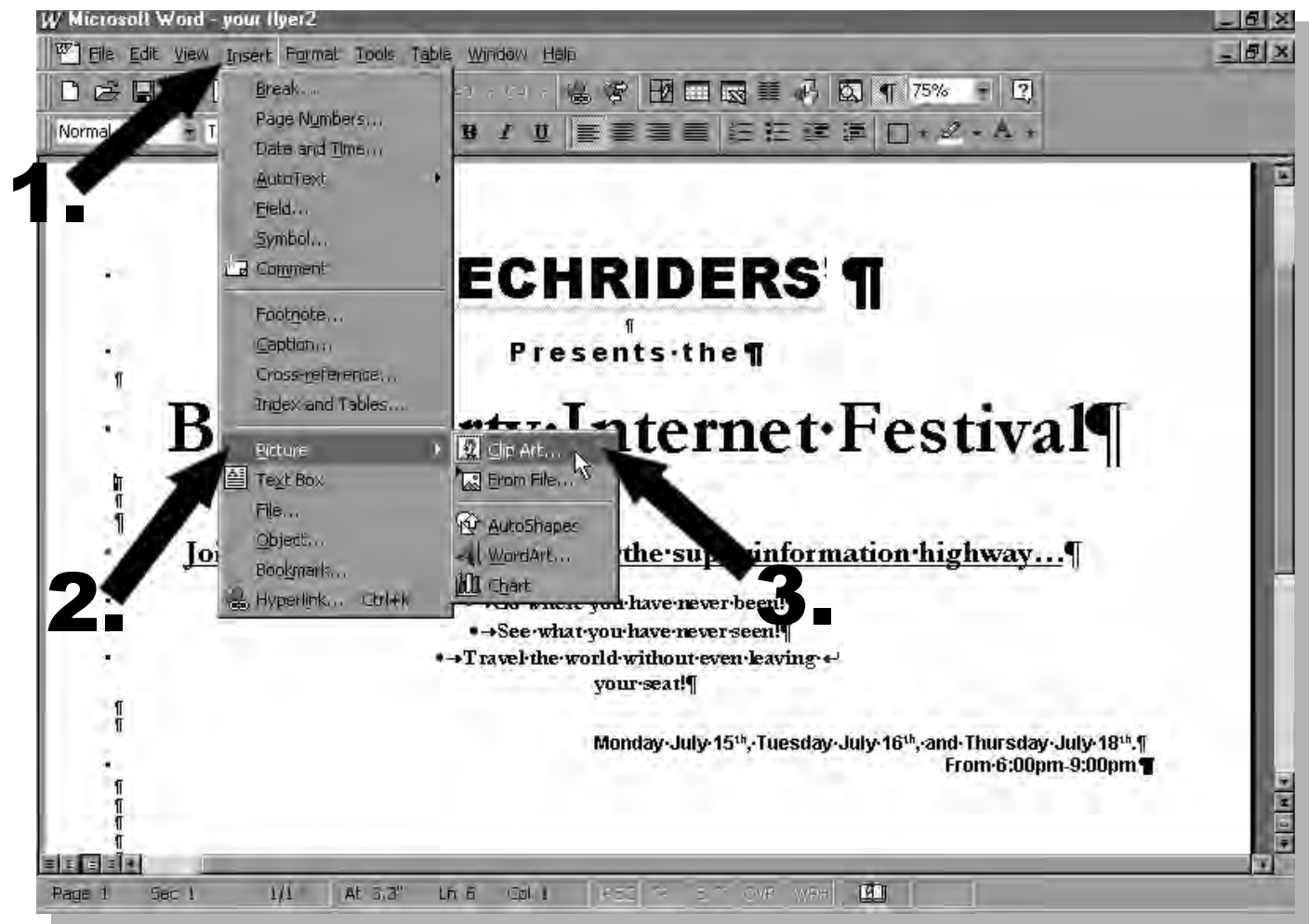


Notice that the paragraph marks show the location of the blank lines in the document. The dots that are now on the screen show the location of the spaces.

## Finding a Clip Art file

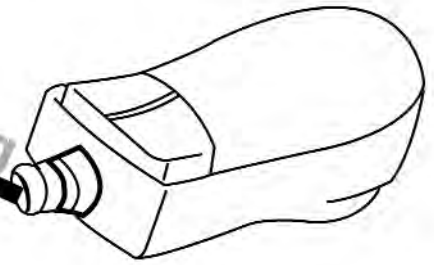
To set up the Insert dialog box:

1. Position the insertion point on the document where you want to put the Clip Art.

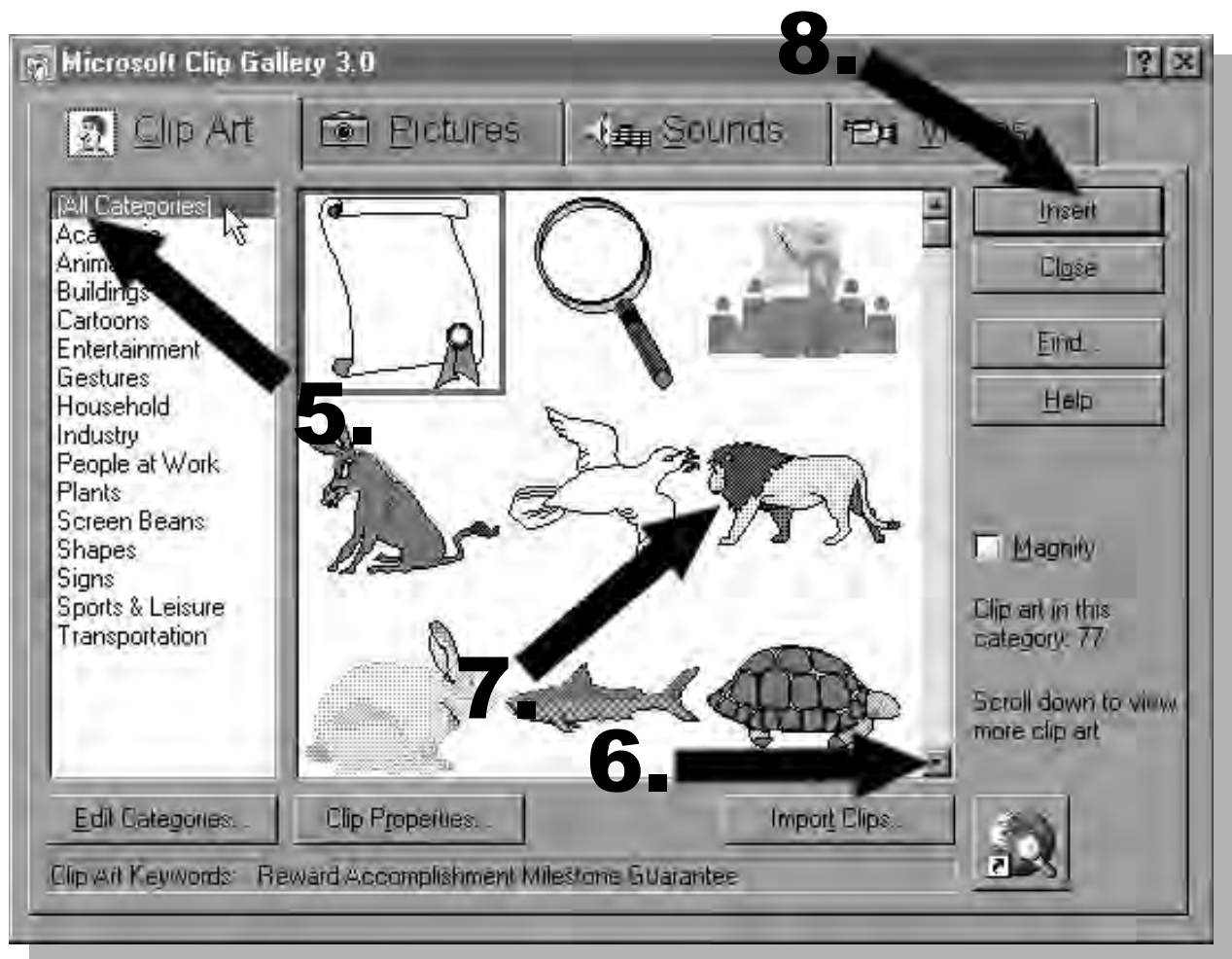


2. Click on **Insert** on the menu bar.

3. Move the pointer to **Picture** in the pull-down menu.



4. Click on **Clip Art** in the submenu. (You will see the Insert Picture Dialog box).
5. Click on All Categories to view all the available art.
6. Scroll up and down the list.



7. Click on the picture of you choice.
8. Click on **Insert**.

## Working with Clip Art

Click on the picture. You will see eight small white square shaped sizing handles.

When you click on the picture, you will see the Picture toolbar. The toolbar usually appears as a floating toolbar. You can drag the title bar of the toolbar to move the bar out of the way. You can double-click the title bar of the floating toolbar to dock the toolbar at the top of the window.



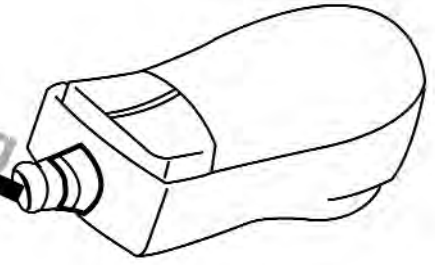
If you do not see the **Picture Toolbar**:

Right-click the picture.

Click on **Show Picture Toolbar** in the shortcut menu.

Do not click the **Close** button on the title bar to close the **Picture Toolbar**. When you click off the picture, the **Picture Toolbar** automatically disappears.



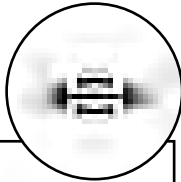


## Resizing Clip Art

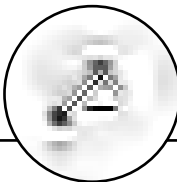
### To resize a picture:

1. If necessary, click on the picture to select it.
2. Move the mouse pointer over the sizing handles. Notice that the pointer changes to a double-arrow. The direction of the arrow is the direction the picture will change when you drag the handle.

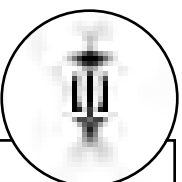
**Left and Right Arrow**



**Corner Arrow**



**Up and Down Arrow**



3. Press down on the mouse button on one of the side sizing handles.
4. Drag to stretch the picture. Release the mouse button when the picture is the size you want.




## Useful Hints

1. Drag the side handles if you want to stretch the picture.
2. Drag the top and bottom handles if you want to make the picture longer.
3. Drag the corner handles if you want to resize in both directions.
4. To resize and keep the same proportions, press and hold the Shift key while dragging the corner handles.

## Cropping Clip Art

You can cut off part of the picture.

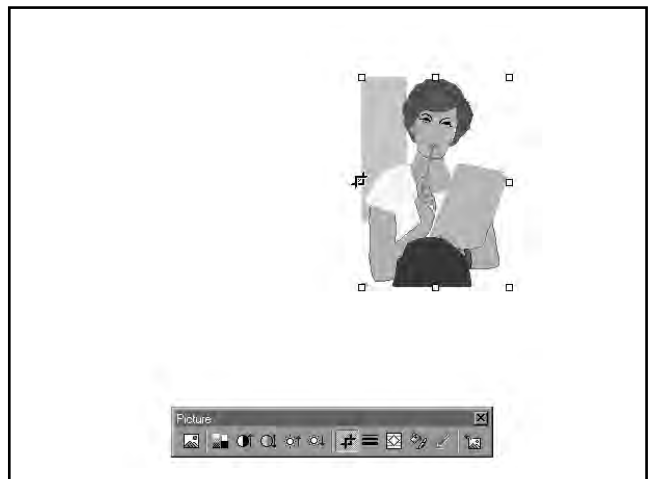
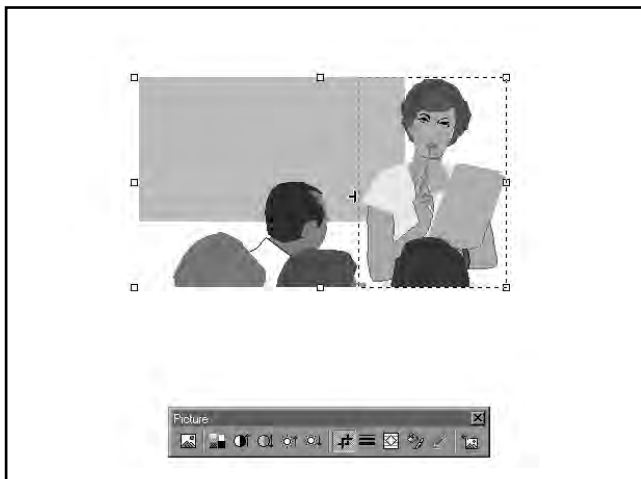
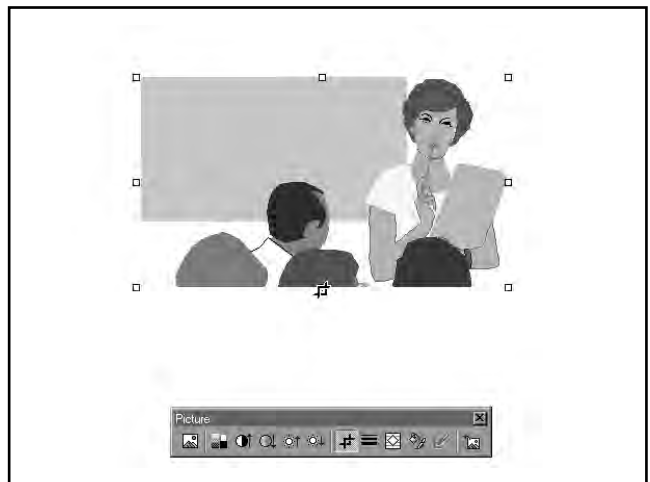
### To crop a picture:

1. If necessary, click on the picture to select it.
2. Click on the **Crop** button in the **Picture Toolbar**. 
3. Drag any of the sizing handles to crop your picture.

**Before Crop**



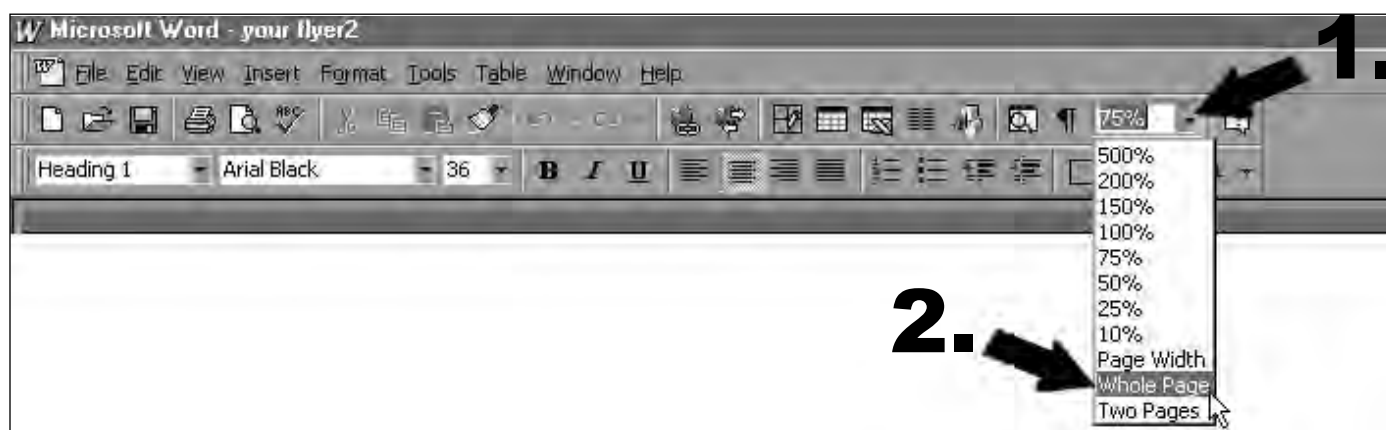
**After Crop**



## Saving and Previewing your flyer

To see the page as it would print:

1. Click the down arrow in the **Zoom box** on the **Toolbar**.



2. Click on **Whole Page** in the drop-down list. You will see the flyer as it would appear on a sheet of paper.

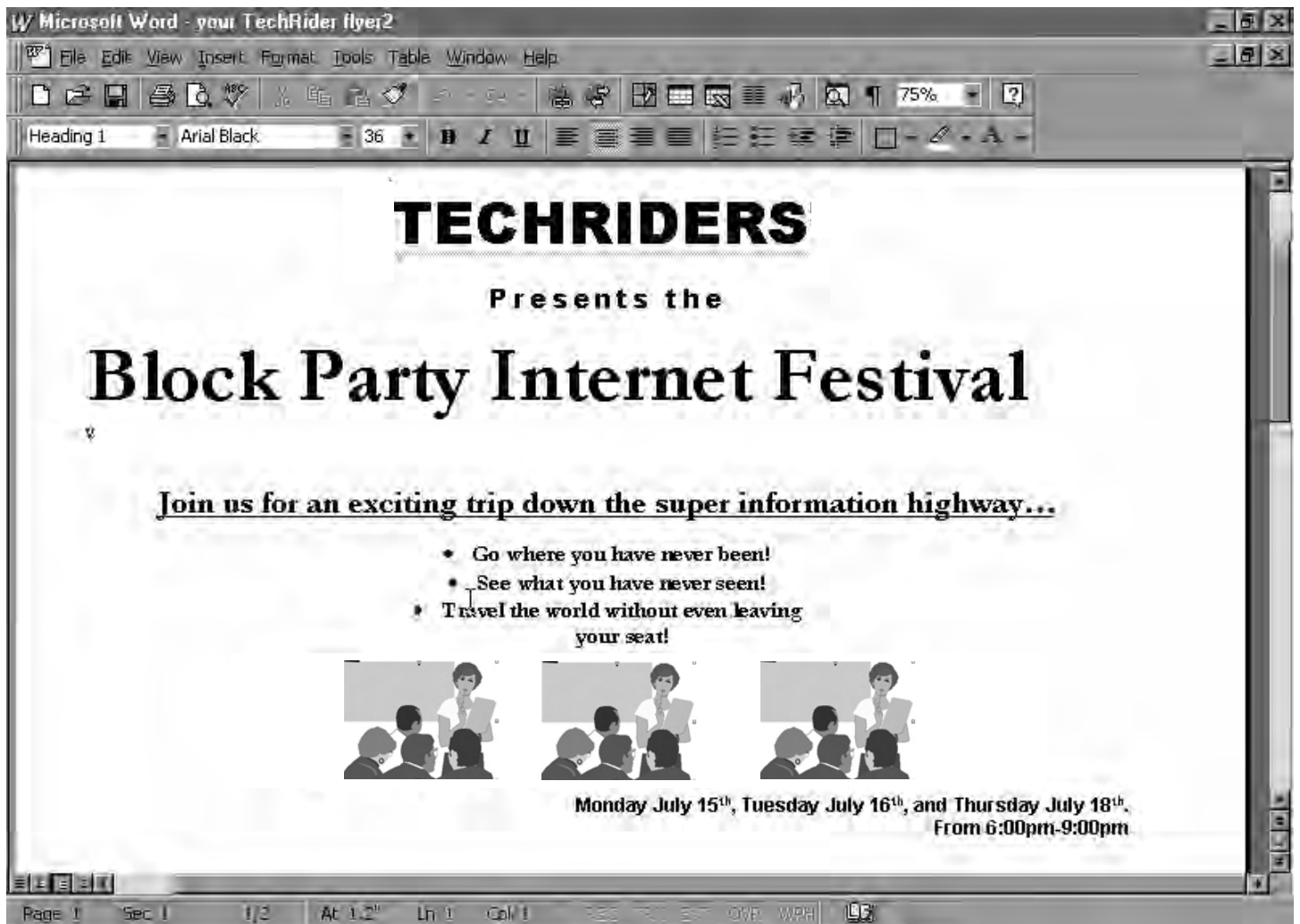
3. Click on **File** in the menu bar and save your flyer in your folder.

4. Close Microsoft Word.

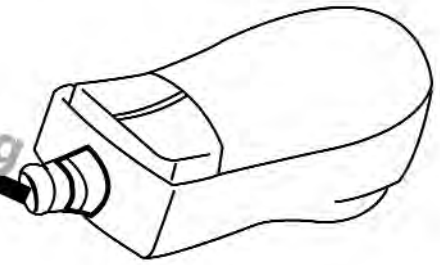


## A finished flyer with Clip Art

Here is an image of a finished flyer with three Clip Art photos added.

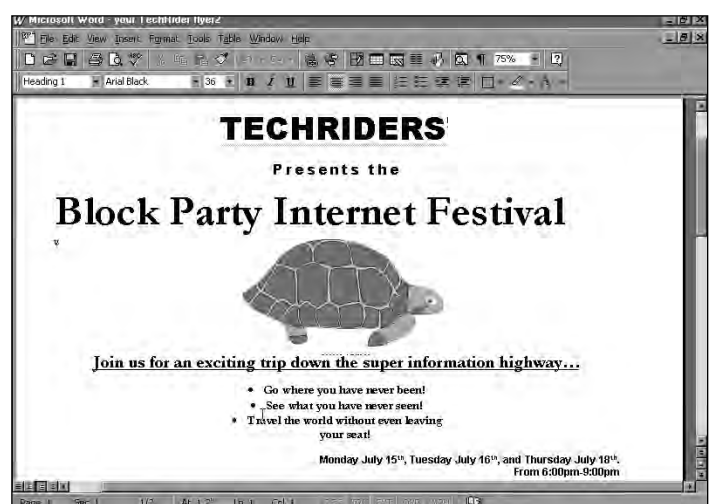
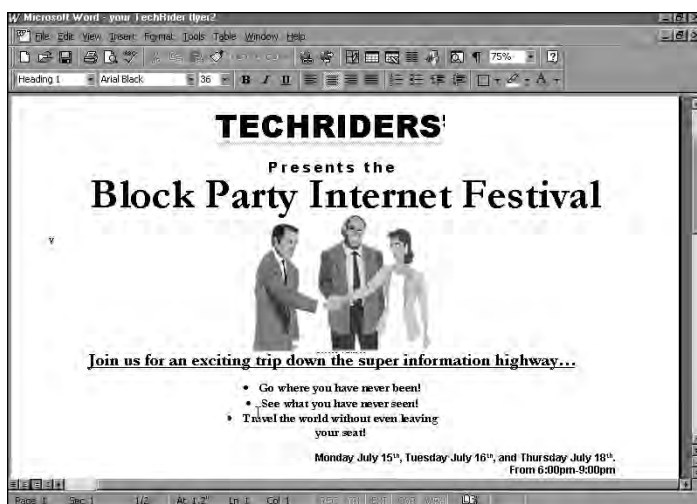
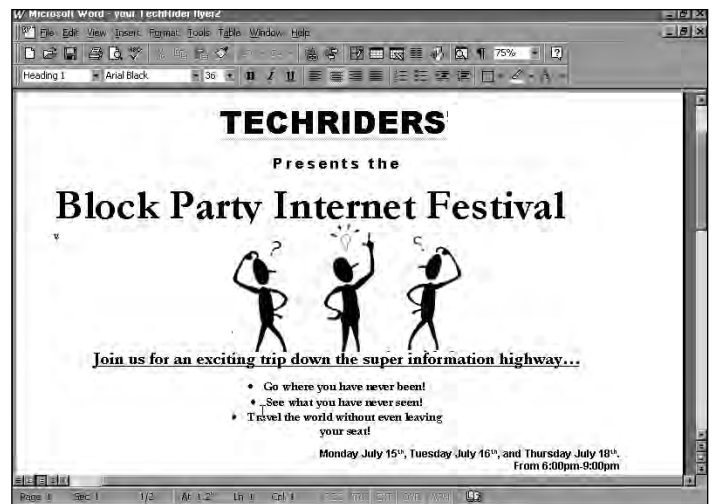
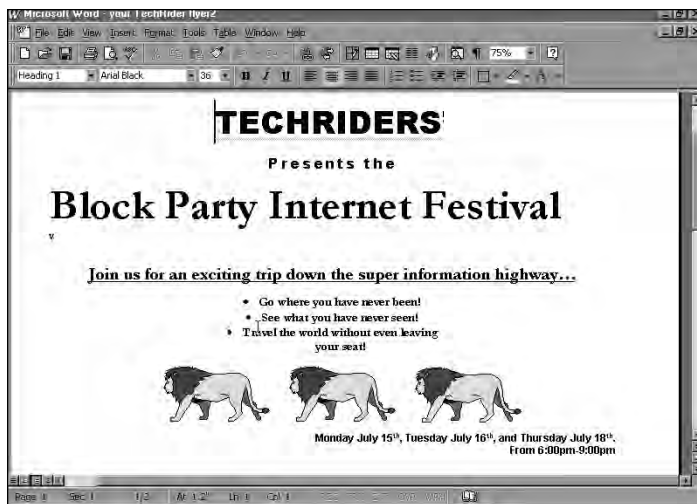


## Module : 2 Word Processing



### More examples with Clip Art

Here are some more examples of the same project with different Clip Art photos added.



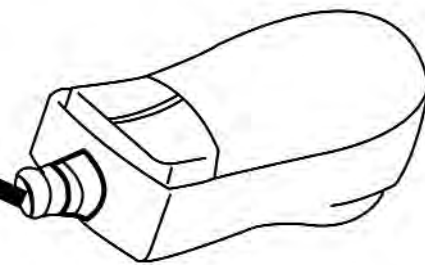


# MODULE:

# 3

## USING THE INTERNET

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## EXERCISE 1: SURFING THE WEB

In this exercise you will learn to use the basic functions of the World Wide Web.

The World Wide Web is a collection of information stored on computers all over the world.

The information is stored as Web pages and has text and pictures like a printed page. Some Web pages also have sound and animation.

Web pages can be linked to other Web pages. With a click of the mouse, you can move from one Web page to another.

The two most common browsers are Netscape Navigator and Microsoft Internet Explorer.

The Web is something you just can't understand by reading about it. You have to do it for yourself. So, lets get started!

### Starting Netscape Navigator

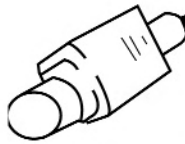
Look for a shortcut icon on your desktop.

If you find a shortcut icon, you only need to double-click on the icon to start the browser.




**Netscape shortcut  
icon**

## Guided Exercises



To start Netscape Navigator from the Start menu:

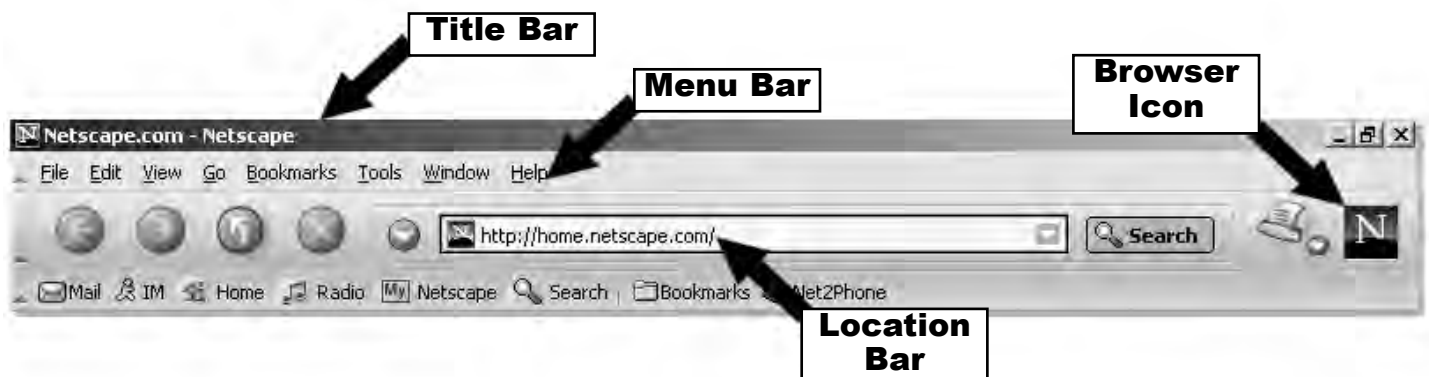
1. Click on the **Start** button. 
2. Point to Programs on the Start menu. You will see a menu of programs.
3. Point to Netscape.
4. Select Navigator.

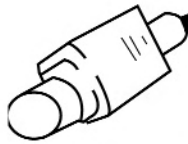




## Module : 3 Using The Web

After selecting Netscape from the program menu you will see something similar to the following:





## EXERCISE 2: USING URLs

In this exercise you will learn how to use Web site addresses to go directly to a Web site.

### Web site addresses

Each Web site has an address called a **URL**, pronounced as the three letters U-R-L. **URL** stands for Uniform Resource Locator.

Most **URLs** have at least three parts. The first part is usually **www.** the last part is the domain.

Here are the most common domains.

- .org** a nonprofit organization
- .com** a commercial business
- .edu** an educational institution
- .mil** the military
- .gov** the federal government
- .va.us** state government

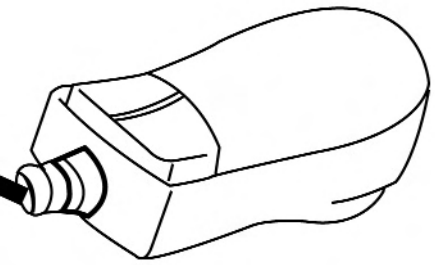
### Typing URLs

If you know the **URL**, you can type it in the Location box. Now you will enter the **URL** of the TechRiders web site.

To open up the TechRiders web site:

1. Click in the Location Bar.
2. Highlight the current address in the Location Bar and press delete.
3. Type the following **URL** in the box **www.dhcd.state.va.us/cd/tr**
4. Press the **Enter** key.





### You Cannot Get Lost

Find the **Back** and **Forward** buttons. These buttons are shortcuts (quick ways) for surfing the Web. They are in the left-hand corner of the browser toolbar.

The **Back** button is highlighted but the **Forward** button is dimmed. You use the **Back** button to return to a page you have viewed.



**Back Arrow**



**Forward Arrow**



**Home Button**



**Reload Button**

Now click the **Back** button. You should be back at the home page.

Now the **Forward** button is highlighted.

You use the **Forward** button to return to the page or pages where you clicked the Back option.

Now click the **Forward** button. You should now be at the TechRiders home page.

Now click the **Home** button. It is on the same toolbar as the **Back** and **Forward** buttons.

Clicking the **Home** button returns you to the first page that you saw when you started the browser.

If a web page doesn't seem to respond or load correctly you can click on the **Reload** button to restart the loading process.

The **Reload** button can also help show updates of the currently displayed Web page. This feature is also called refresh.

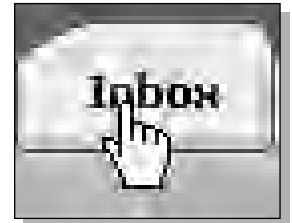


## Surfing

Surfing describes how you travel from place to place (or "site to site") on the Internet.

To find out where you can surf, move the mouse over the browser window. If the pointer becomes a hand with a pointed finger, it is a link. A link can be a picture or words.

Words that are links are usually underlined.

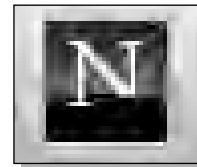


**Pointer Finger**

## What is happening?

When you click on a link, the browser searches the Internet for the computer that has the information you want.

Locate the Netscape Navigator icon.



**Browser Icon**

The icon is located in the upper right corner of the window.

Notice that the icon is moving. This indicates that the browser is finding the link.

Look in the **Status bar** at the bottom of the window.

While the browser is finding the link, you will see the following:

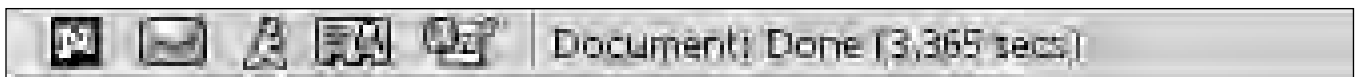
A bar filling up with color to show what percentage of your link has been found.

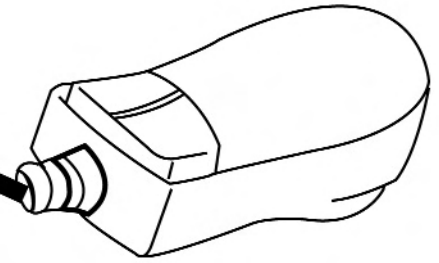


Words describing the status.



When the link is complete, the browser icon stops moving and the **Status bar** words read Document Done.





## EXERCISE 3: SETTING UP YOUR E-MAIL ACCOUNT

In this exercise you will get an **e-mail** account. You can send messages to and receive messages from anyone else with an **e-mail** address.

These messages are called e-mail. The **"e"** in e-mail stands for electronic.

### E-mail addresses

When you send personal mail through the post office, you use an address to be sure the mail gets to the right place. **E-mail** follows this same format. An **e-mail** has to have an e-mail address in order for it to be sent to its proper destination.

An **E-mail** address looks like this:

**Johndoe@netscape.net**

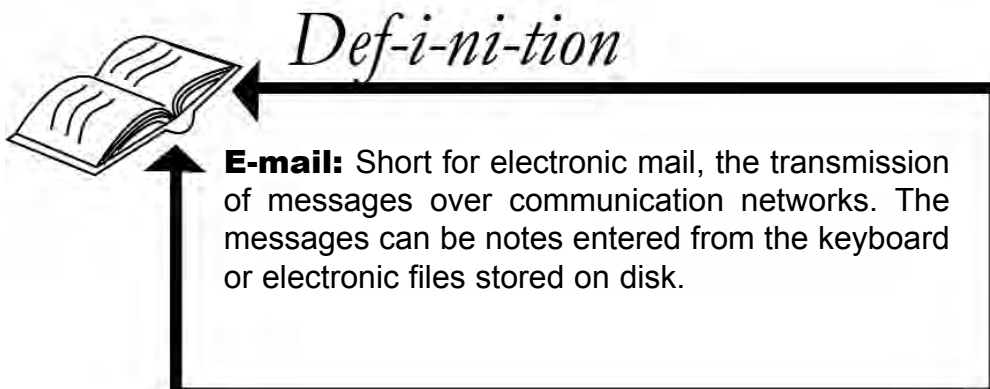
Reading this from left to right:

**John Doe** - local name

"at"- the @ symbol

**netscape.net**- the location of the mail server on the internet.

The periods in an e-mail address are referred to as a **"dot"**.



## Getting an E-mail Account

Netscape WebMail is a free e-mail service you can use any time you have access to the Web; whether it's from your home, a friend's home, a school, a public computer in the library, or a public computer at a mall. The only requirement is that the PC can access the Web.

### To sign up for a Netscape e-mail account:

1. Start the browser if it is not already open.
2. Click in the Location box. The URL in the box is highlighted.
3. Type the following URL in the box. **www.netscape.com**
4. Press the **Enter** key. You will see a window similar to the one below.
5. Click on the **Mail** icon.



### Create a Screen Name

Screen Name Service - Netscape

File Edit View Go Bookmarks Tools Window Help

http://my.screenname.aol.com/\_cqr/login/login.psp?siteId=nscp

Mail IM Home Radio My Netscape Search Bookmarks Net2Phone

One Screen Name, One Password

Use your screen name to access free services on Netscape.com and across the Web!

**Create a Screen Name**

**Desired Screen Name**  
Jane  
3-16 letters or numbers, must begin with a letter

**Password**  
[password]  
4-16 letters or numbers

**Retype Password**  
[password]

**E-mail Address**  
Jane@netscape.i  
☒ Use my desired Screen Name as my e-mail address (@netscape.net)

**Birth Date**  
04 / 14 / 1980

Submit Cancel

Screen Name Service Terms of Use Security Tip

Enter the required information, you can click in a box or you can use the Tab key to move from box to box.

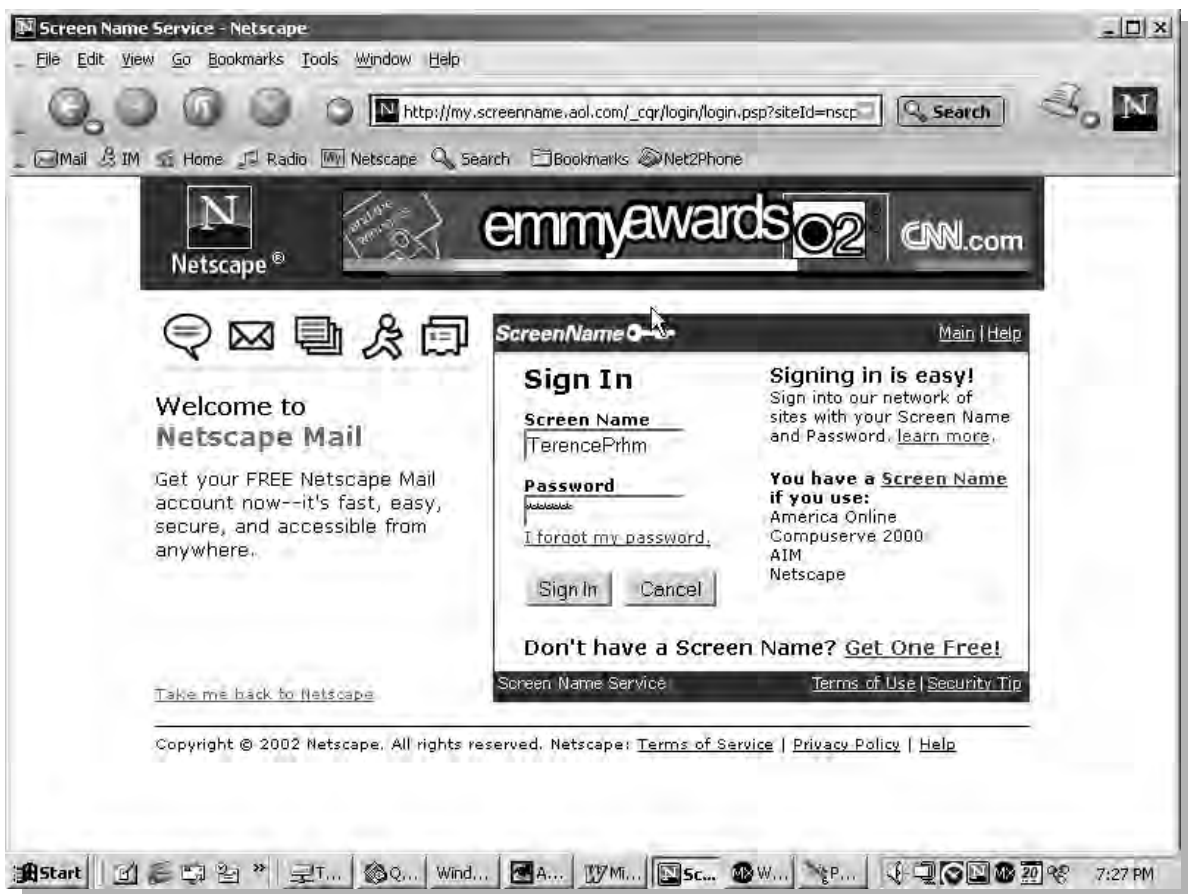
- 1. Enter a Sign-in name.**
- 2. Enter a password.** You will not be able to see the password as you type it. Asterisks replace the characters in the password. This is so an onlooker cannot see your password.
- 3. Retype your password.** This is to confirm that the password was entered correctly.
- 4. E-mail Address.** Check the box next to the statement: Use my desired Screen Name as my e-mail address. (@netscape.net)
- 5. Click Submit.** Do not be discouraged if the name you select for your Screen Name is already taken. After a couple of tries you will be given a list of variations of the Screen Name you have chosen. The Screen Names in this selection are names that have not been used yet.

## Exercise 4: Using Netscape Mail

Once you have successfully completed the free sign-on process, give your address to others in the class. Get someone else's address so you can send them e-mail.

In this exercise you will send an e-mail message and read and reply to an e-mail message.

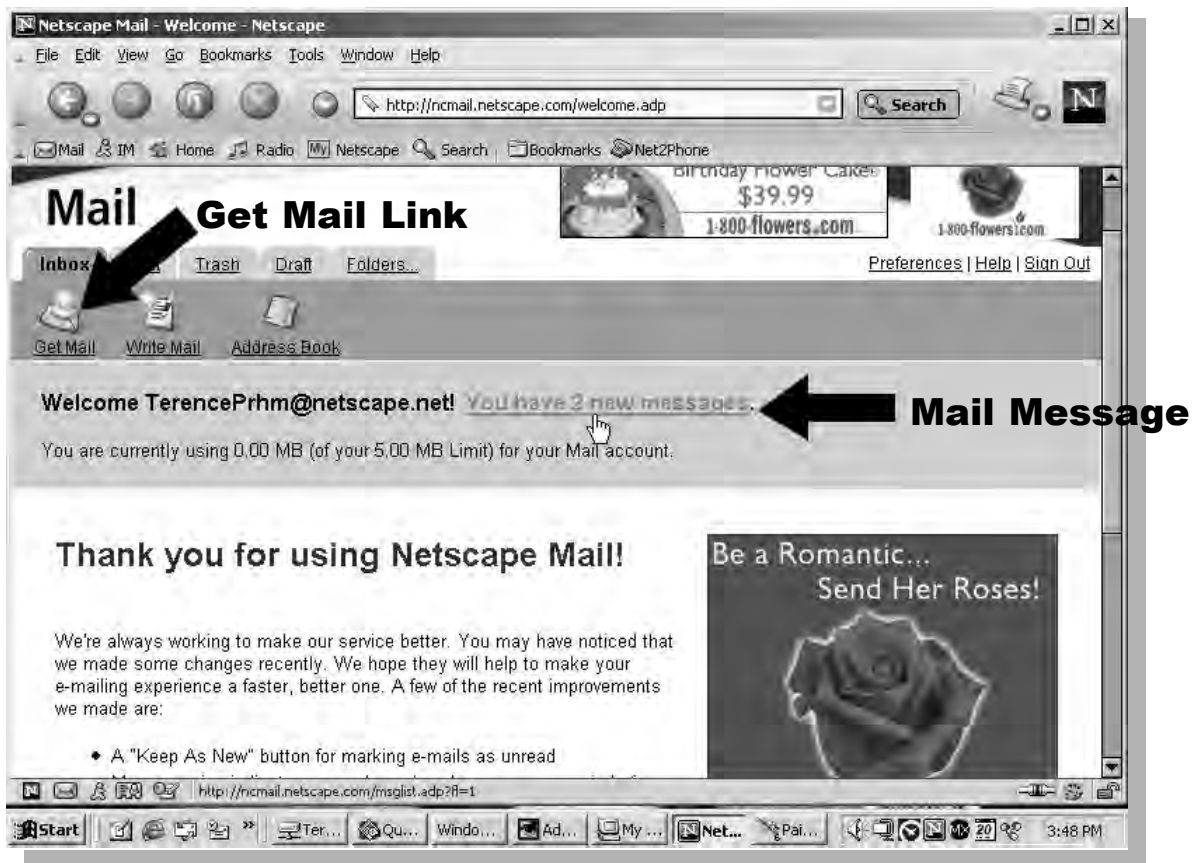
1. Click on the **Home** button on your toolbar.
2. Type **www.netscape.com** in your **Location** bar.



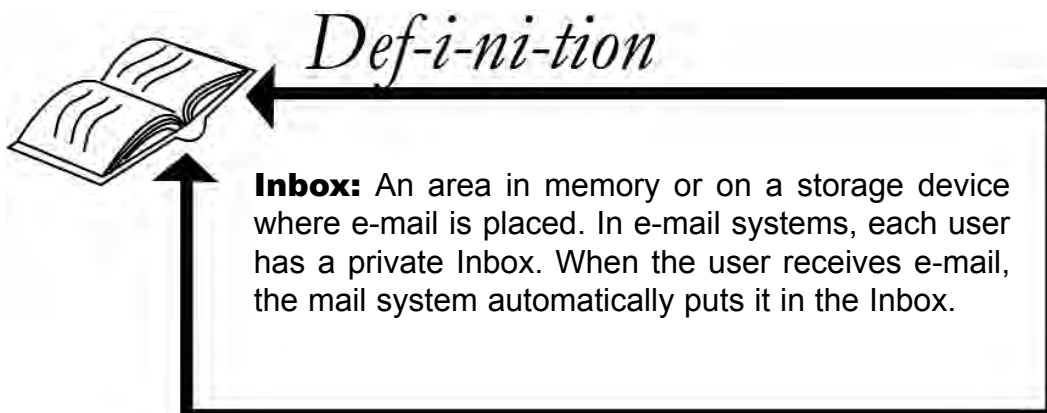
3. Click on the **Mail** icon on the Netscape homepage. You should see a window similar to the following.
4. Type your **Screen Name, Password**, and click the **Sign-In** button.



5. After signing in you will automatically be sent to your **Inbox**.

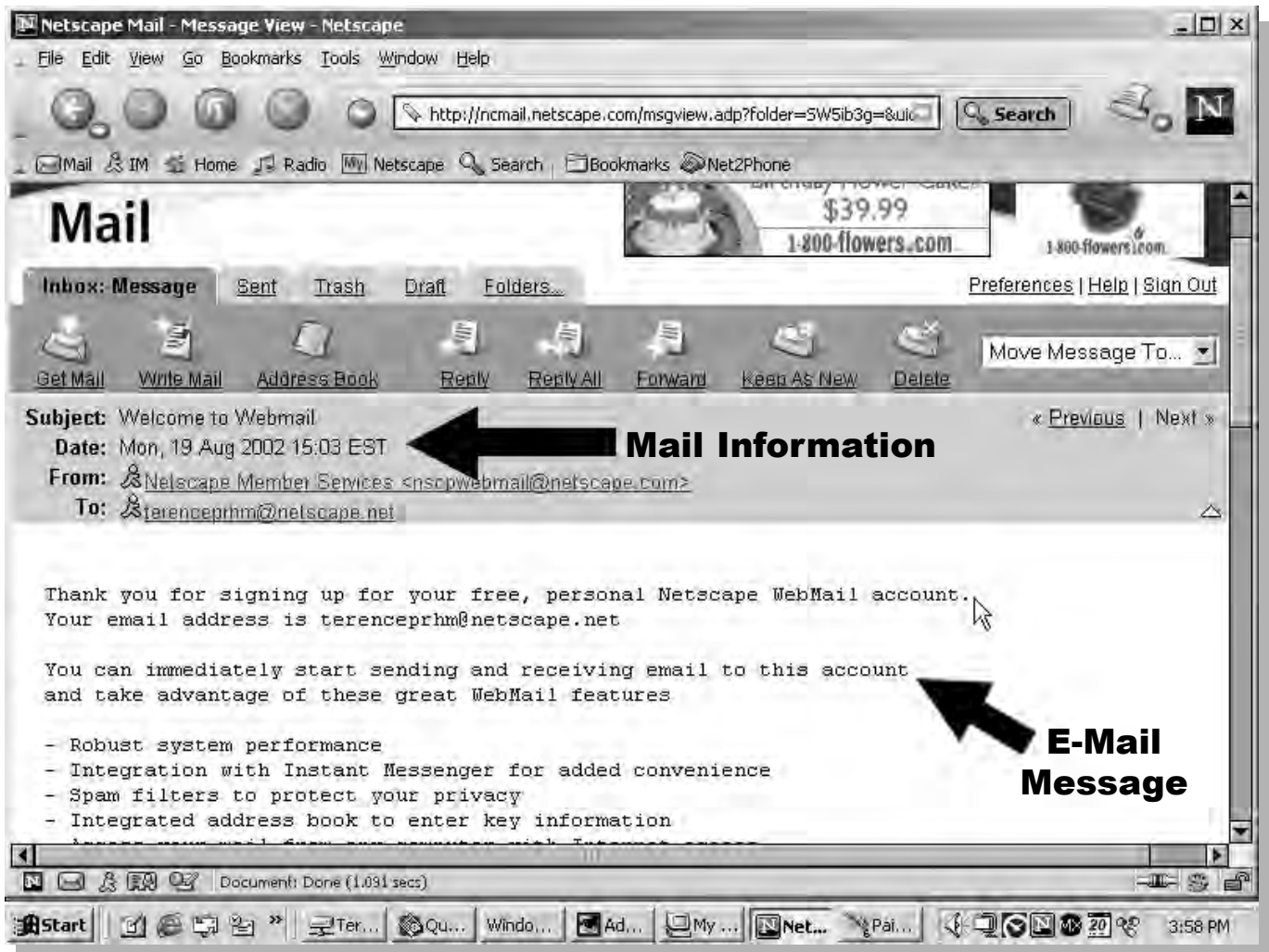


6. There will be a message stating if you have any new messages. Click on this link or the **Get Mail** link on the **Inbox** tab to check your e-mail messages.



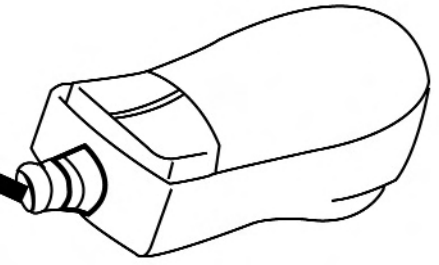


After you have clicked on **Get Mail** or the new message link, a window similar to the one below will appear.

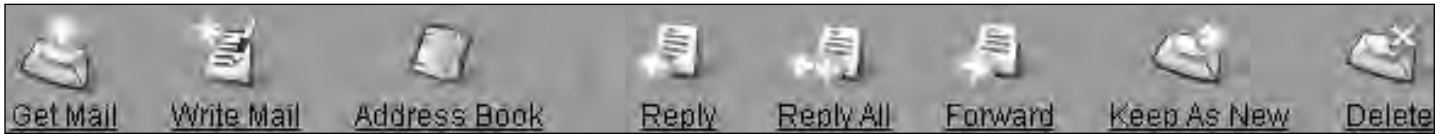


Above your e-mail message you will see **Subject**, **Date**, **From** and **To**. This lets you know what the e-mail is about, what time it was sent and who sent it.

If the e-mail message is too big to fit on the screen you can use the **Scroll** bar to advance to the next line.



### Inbox message options



At the top of your email message you will see a list of icon selections similar to the image above.

From left to right you will see:

**Get Mail** - This option allows you to check all of your e-mail messages new and old.

**Write Mail** - This option allows you to compose e-mail.

**Address Book** - This option allows you to keep a contact list by storing all of the e-mail addresses.

**Reply** - This option allows you to send a quick response to an e-mail that someone has sent you. It will automatically have the address of the participant typed, all you have to do is type your message and press send.

**Reply all** - This option allows you to send a quick response to a group of e-mails that people have sent you.

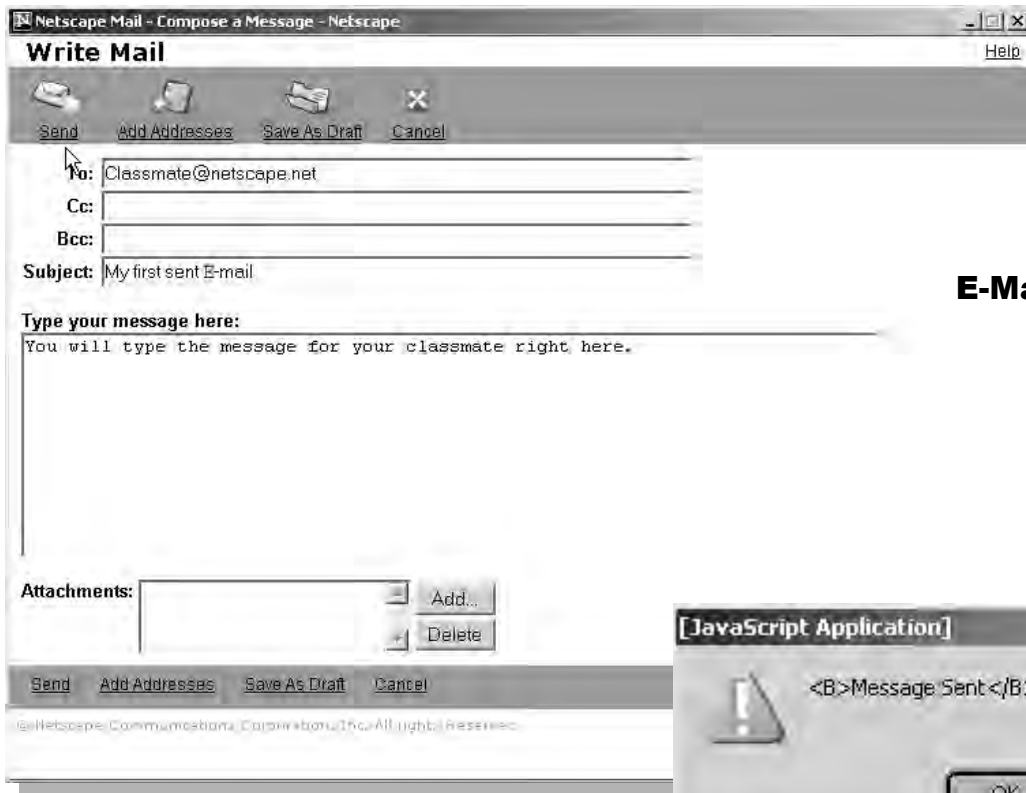
**Forward** - This option allows you to send an email that was sent to you to another person or group of people.

**Keep As New** - This will allow you to keep the e-mail new so that every time you sign on to check your mail it will be recognized as a new message. This option is also good for keeping old important e-mails from getting deleted out of storage.

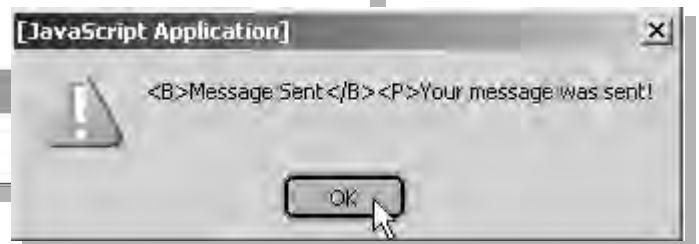
**Delete** - This allows you to get rid of old or new unwanted e-mails. This also will free up some memory in your storage, which allows you to store more new messages.

## Sending E-Mail

The first thing you will be doing is sending a message. Use the addresses of some of the classmates that you have already traded information with.



**E-Mail Composition Window**



**Message sent window**

### To enter the message:

1. Click on **Write Mail**. You will see a window similar to the one above. You will see a blinking insertion point in the To: line. You separate addresses with spaces or commas.
2. Press the **Tab** key to move the insertion point to the **Subject:** line. Type the subject of the message.
3. If you want to send a copy of the message to another e-mail address, click in the **cc:** (carbon copy) or **bcc:** (blind carbon copy) lines. Use **bcc:** to send a copy without letting other recipients know that you sent a copy.
4. Click in the body of the message. Type the message.



# CONGRATULATIONS

**You have finished all of the the modules in the TechRiders guided exercises. You have now officially graduated to the world of computer literacy. Now you can close your guided exercises manual and wait on your trainer for further instructions.**

